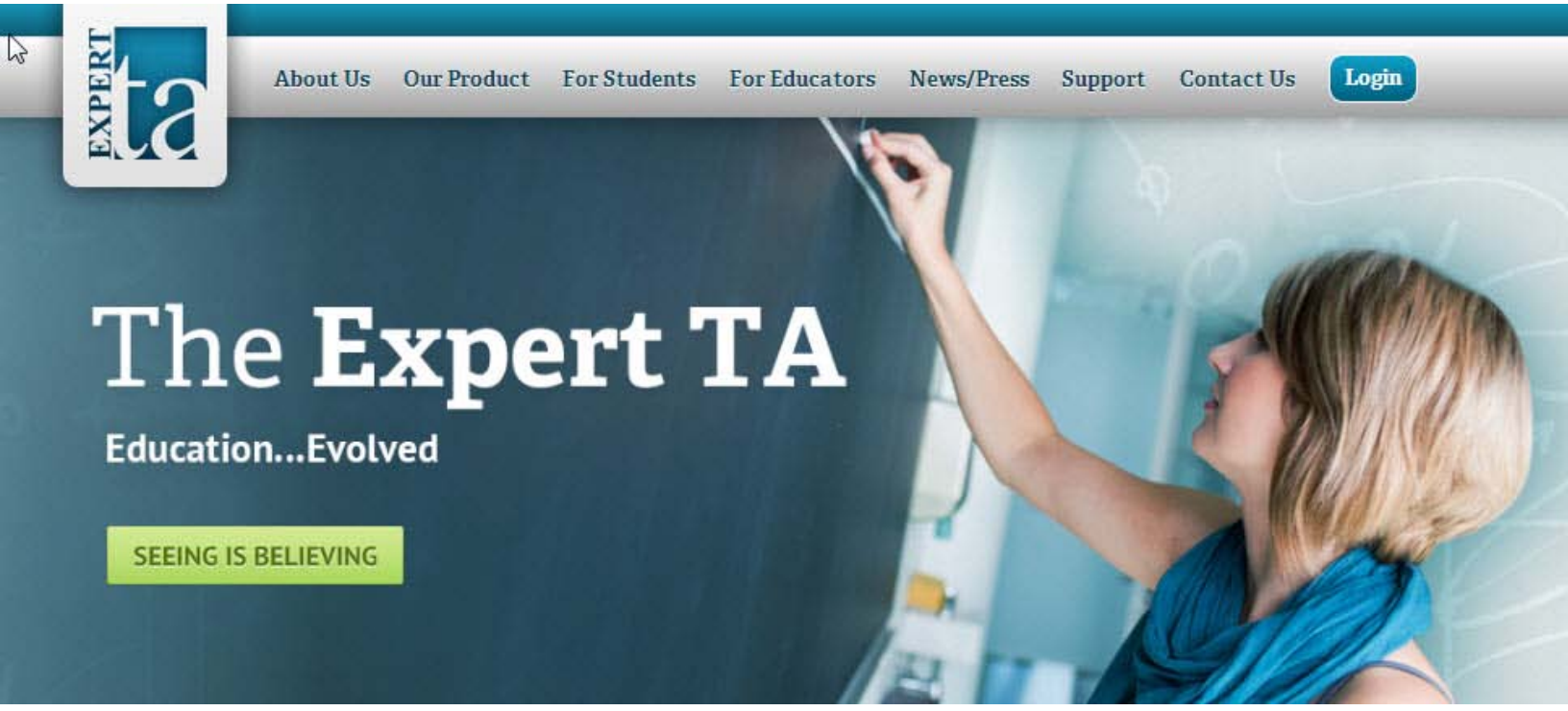
Expert TA: Instructor User's Manual

Last Updated: September 18, 2014



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Logging In

From the Expert TA home website, click the ***Login*** button in the top right corner of your screen. You can also go directly to https://www.theexpertta.com/Login.aspx. This will take you to the main log in window which will look similar to what is shown in Figure 1.

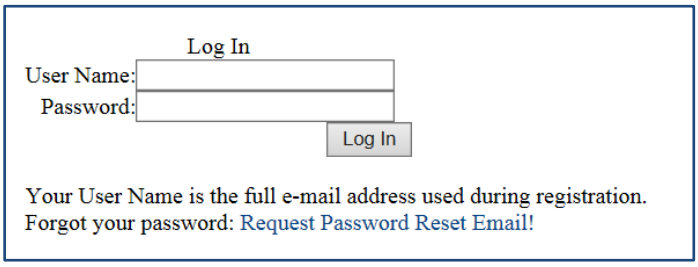

Log In
User Name:
Password:
Log In
Your User Name is the full e-mail address used during registration.
Forgot your password: Request Password Reset Email!

Figure 1: Log In

Enter the user name and password you were given with the software, and click the ***Log In*** button. This will take you to the main *Class Management* page. If you happen to have forgotten your password, click on the blue words ***Request Password Reset Email***. You will be presented with a new screen, where you will enter the email to which you wish your new password to be sent, and then click on the ***Request Reset*** button.

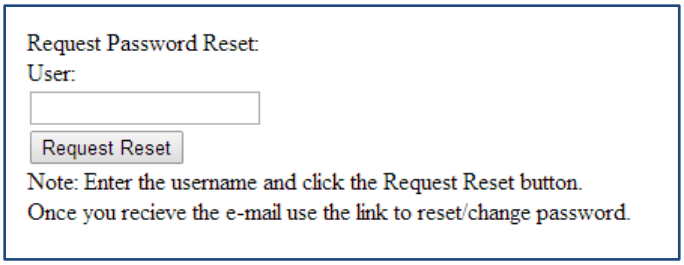

Request Password Reset:
User:
Request Reset
Note: Enter the username and click the Request Reset button.
Once you recieve the e-mail use the link to reset/change password.

Figure 2: Request Password Reset

To exit from this screen without requesting a new password, use the back arrow key on your browser.

Class Management

When you first log in to Expert TA you will be taken to the *Class Management* page (see Figure 3). At the top of the page you will see a blue menu with the words “Class Management”, “Instructor”, and “Help”. These are menu items that will be discussed later in this document.

On this main screen you will find three columns/areas. The left column is for the names of the classes you will be teaching that are using Expert TA. This column may already have your class names entered into it. The middle column will contain the assignments you create for each of the classes, and the right column will contain the problem numbers for each assignment you create. If you hover your mouse over a problem number, a pop-up with appear showing the details of the problem.

There is a drop-down menu under the Classes window, which enables you to perform different functions on a class. Each one of these menu selections will take you to another screen. Alternately, you can right-click on the class name to access the same menu.

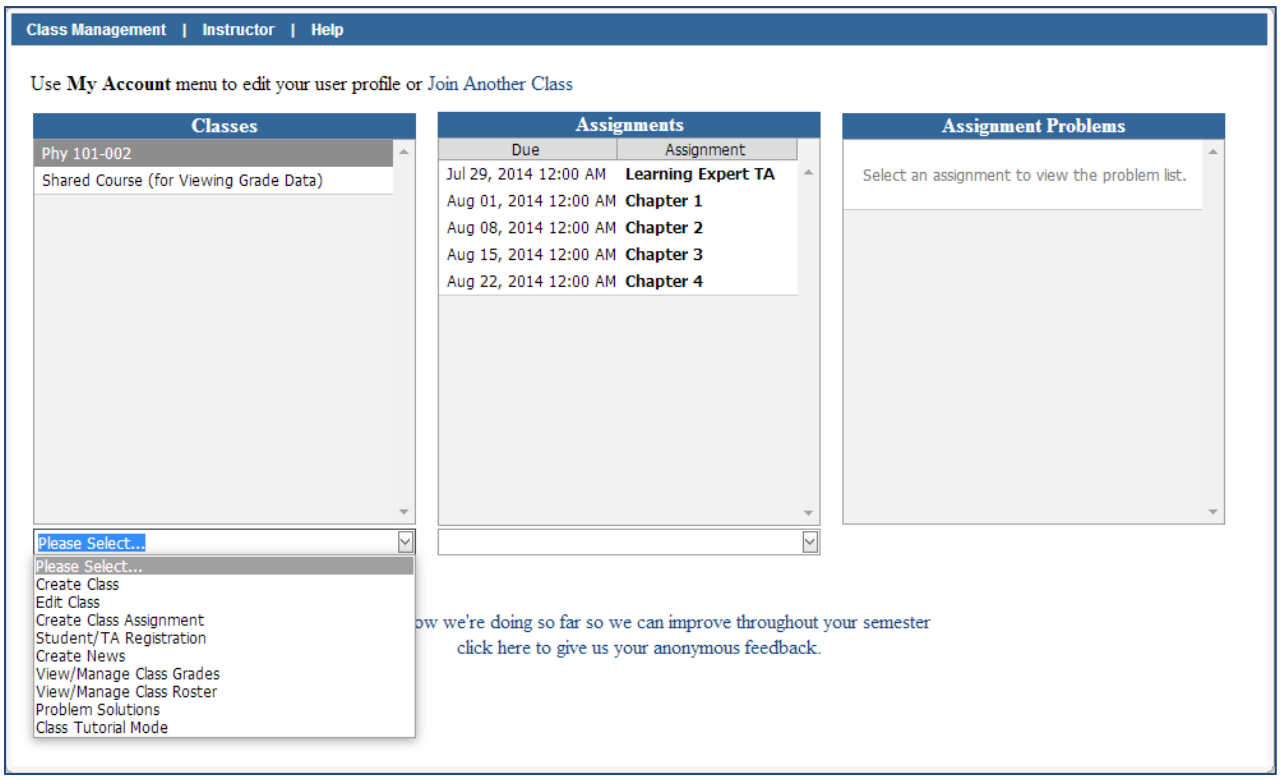

Class Management | Instructor | Help
Use My Account menu to edit your user profile or Join Another Class
Classes
Phy 101-002
Shared Course (for Viewing Grade Data)
Assignments
Due
Assignment
Jul 29, 2014 12:00 AM Learning Expert TA
Aug 01, 2014 12:00 AM Chapter 1
Aug 08, 2014 12:00 AM Chapter 2
Aug 15, 2014 12:00 AM Chapter 3
Aug 22, 2014 12:00 AM Chapter 4
Assignment Problems
Select an assignment to view the problem list.
Please Select...
Please Select...
Create Class
Edit Class
Create Class Assignment
Student/TA Registration
Create News
View/Manage Class Grades
View/Manage Class Roster
Problem Solutions
Class Tutorial Mode
ow we're doing so far so we can improve throughout your semester
click here to give us your anonymous feedback.

Figure 3: Class Management Page

Performing Actions on a Class

There are many actions that you will want to perform that are associated with a class.

Please note: The "Create Class" option is something that will require the help of an Expert TA Account Manager or Customer Support Specialist. While you can create a new class and it will show up in your list of classes, you will not be able to create assignments for this class until and account manager configures your permissions (book access, pricing, etc.) If you are unsure who your account manager is, you can email main@theexpertta.com with your request to set up a class and we will direct you to the appropriate person.

From the "Classes" menu, you will see that you can edit a class, create a class assignment, view registration information for students and TAs, create news for your students, view and manage class grades, view and manage the class roster, view problem solutions, and access tutorial mode.

To perform an action on a class, you must first select the class. Note that if you have only one class, it will automatically be selected. With the desired class selected, you can choose from available actions from the drop-down menu on the Class Management page. These are shown in Figure 3.

Add/Create a Class

Please Note: You will need help from an Expert TA representative to complete the set-up and configuration of a class. It is highly recommended that you contact us when getting started with a new class.

To add a new class, select ***Create Class*** from the drop-down menu on the *Class Management* page. You will be presented with a pop-up window as seen in Figure 4.

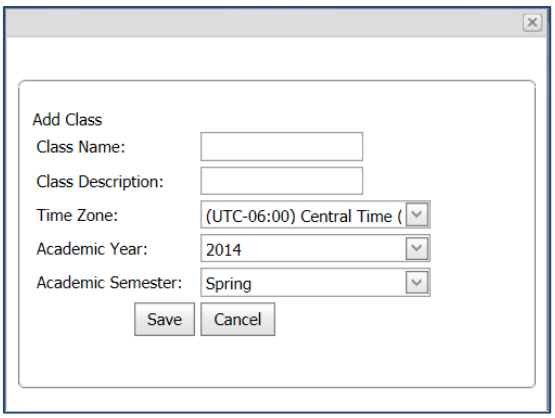


Figure 4: Add Class Window

Complete the information called for on this screen to create a new class. Select the ***Save*** button to save your creation, or the ***Cancel*** button to exit the window without saving. The "Class Name" is what will appear under the "Classes" column. The "Class Description" will appear (in addition to the class name) while students are registering. It is helpful to include information (instructor's name, class time/date, etc.) here that will verify they are registering for the correct class.

Edit a Class

To edit a class, highlight the class you choose to edit in the *Class Management* page, and then select the ***Edit Class*** option from the drop down menu under *Classes*. This will take you to the pop-up screen for adding a class, but the fields will be populated with the information you input before. Make the desired changes and click either the ***Save*** or ***Cancel*** button.

Please Note: Semester dates are different for every school. And high schools pay for yearly access. Therefore, whenever you create a new class or edit the academic year/semester, you will need to contact your Expert TA account manager in order to make sure your semester dates are correct. You should only need to do this when you first set up a class.

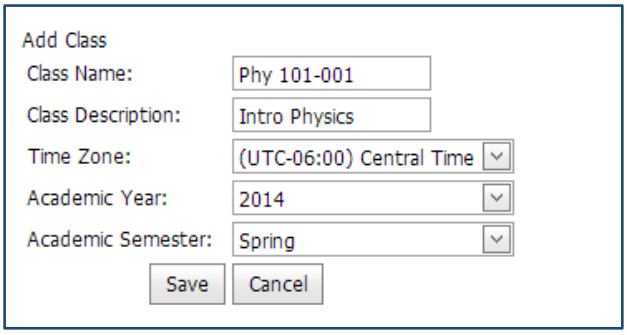


Figure 5: Edit a Class

Create News

You may occasionally want to broadcast news to your entire class, such as notice of an upcoming test or holiday. To do this, navigate to the *Class Management* page, then select ***Create News*** from the drop-down menu under *Classes*. A small pop-up window (see Figure 6) will allow you to enter news for your students, which will show on the right column of the students' *Class Management* page.

Please Note: There are not dates automatically displayed with the class news. So, you will want to include some date/reference point in the body of the announcement. Announcements are listed in the order they are posted, with the most recent announcement/news listed at the top.

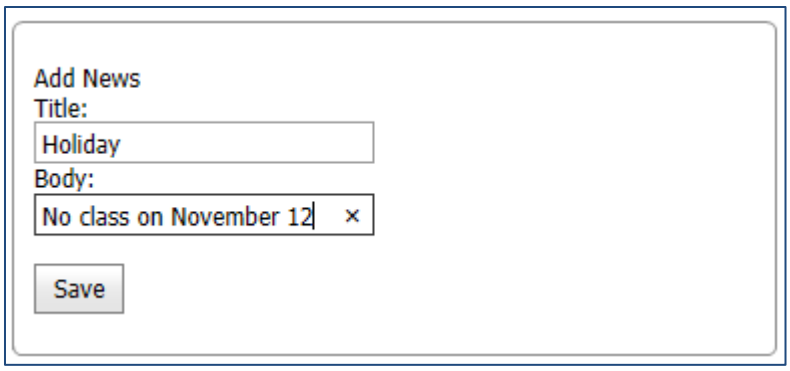
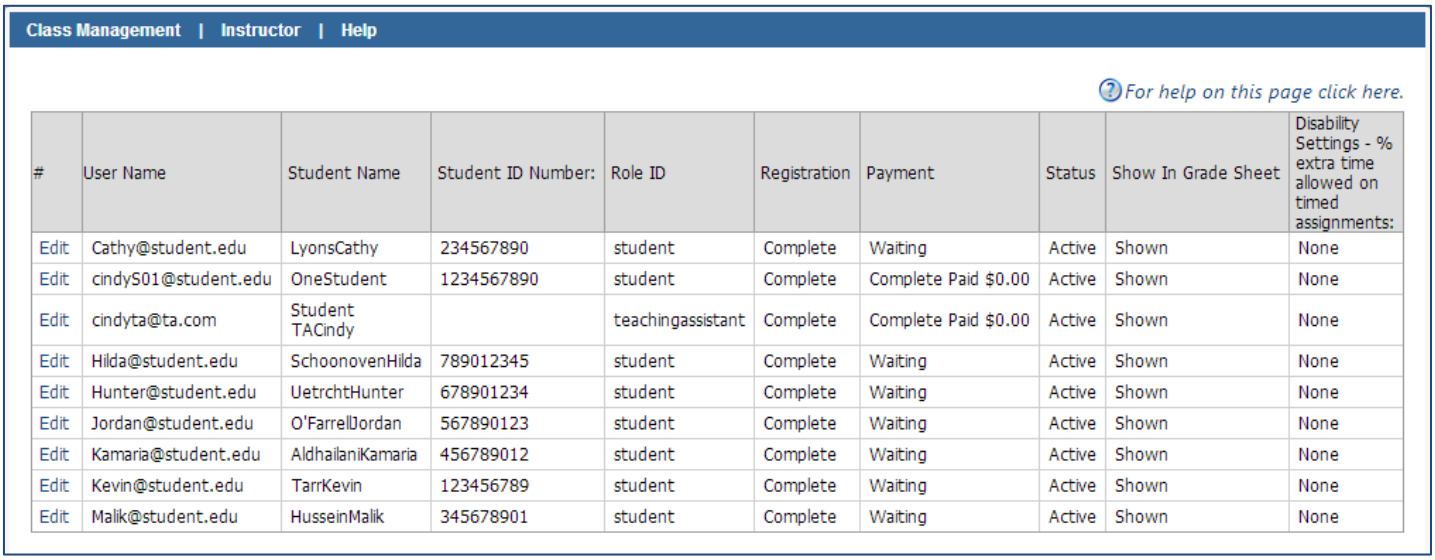


Figure 6: Create News

View/Manage Class Roster

On the *Class Management* page, with the drop-down menu under *Classes*, select ***View/Manage Class Roster*** to see a list of the students in the currently selected class who have registered. (See Figure 7)



#	User Name	Student Name	Student ID Number:	Role ID	Registration	Payment	Status	Show In Grade Sheet	Disability Settings - % extra time allowed on timed assignments:
Edit	Cathy@student.edu	LyonsCathy	234567890	student	Complete	Waiting	Active	Shown	None
Edit	cindyS01@student.edu	OneStudent	1234567890	student	Complete	Complete Paid $0.00	Active	Shown	None
Edit	cindyta@ta.com	Student TACindy		teachingassistant	Complete	Complete Paid $0.00	Active	Shown	None
Edit	Hilda@student.edu	SchoonovenHilda	789012345	student	Complete	Waiting	Active	Shown	None
Edit	Hunter@student.edu	UetrchtHunter	678901234	student	Complete	Waiting	Active	Shown	None
Edit	Jordan@student.edu	O'FarrellJordan	567890123	student	Complete	Waiting	Active	Shown	None
Edit	Kamaria@student.edu	AldhailaniKamaria	456789012	student	Complete	Waiting	Active	Shown	None
Edit	Kevin@student.edu	TarrKevin	123456789	student	Complete	Waiting	Active	Shown	None
Edit	Malik@student.edu	HusseinMalik	345678901	student	Complete	Waiting	Active	Shown	None

Figure 7: View/Manage Class Roster

This table lists all the students who have registered in the class. To edit information on each student, click on the word "Edit" to the left of the student's user name.

Editing Student ID Number

In many cases the Student ID is used to match up grades when exporting and importing grades into other programs such as Blackboard, Desire2Learn and Moodle. If a student enters in the wrong ID or leaves this information out, it can cause errors when trying to do such imports and exports. While students do have an interface that allows them change their own Student ID, and you can request that they all get their own information accurate, errors may still occur. The edit screen will allow you can to change the Student ID in order to avoid errors.

Hiding Students from your Grade Sheet and Dropping Students Entirely from your Class

You can decide here whether to show the student in your Grade Sheet. If a student has dropped or is auditing your class, you can choose to hide them from your grade sheet. This will also keep their grades from being included in any grade exports. If you have hidden a student and need to show them again, this is a reversible action.

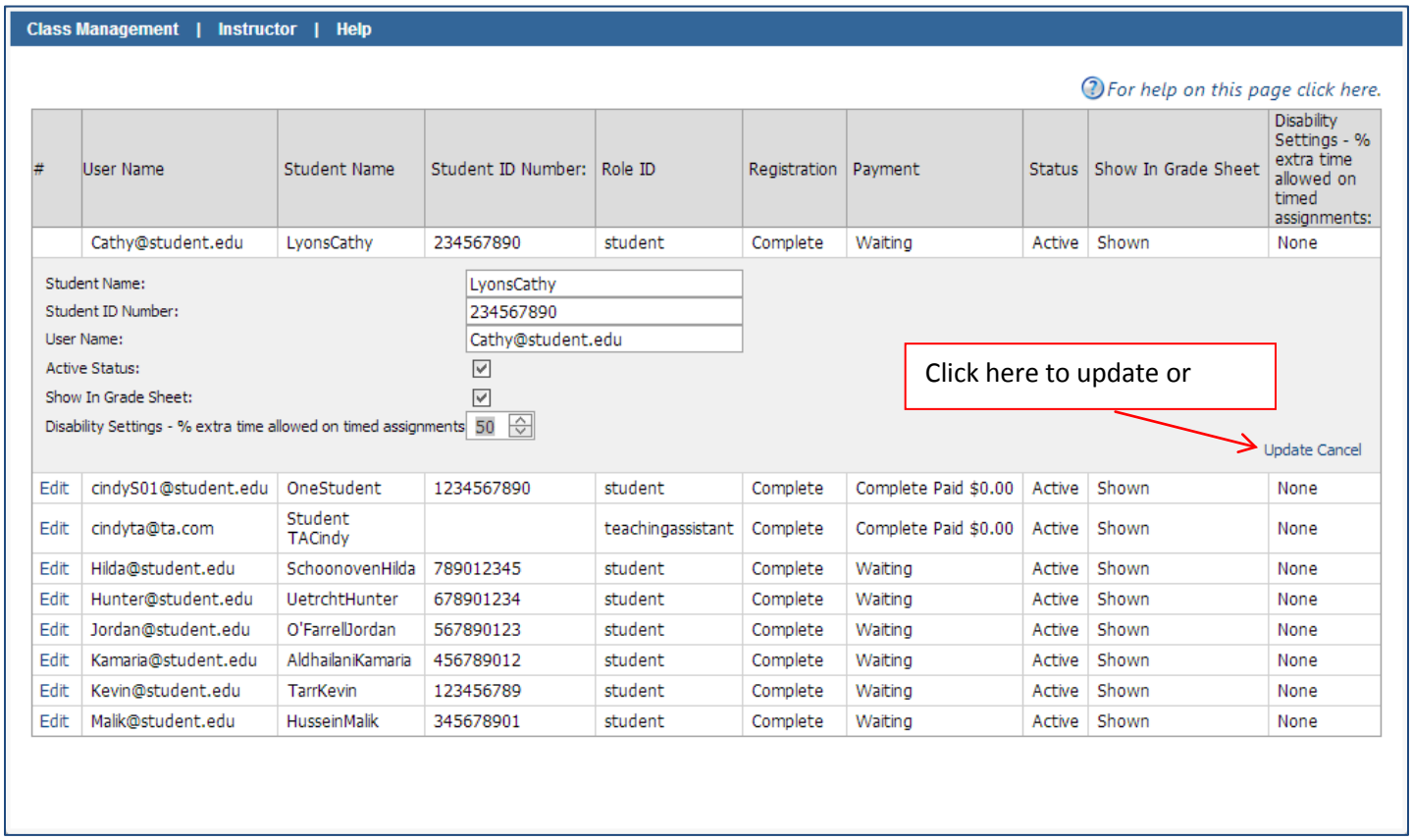
NOTE: The student will still be able to see their own grades, your class material, take assignments, view solutions, etc…

You can also change the student's status from Active to Dropped (or from Dropped to Active). This will not only remove them from the grade sheet, but will cut off their access to your class entirely. The student will not have access to any of your course materials. This is also a reversible action. If you drop a student accidentally, you can simply change their status back to 'active' to reinstate them to the class fully.

Students with Disabilities

Many students need additional time on timed assignments. For these cases you can set extra time (from 0 to 100 percent) for a student in your class roster. This extra time will then be afforded automatically for this student on ALL timed assignments that are created during the semester. Example Case: If you set a student's extra time at 50, then that student would be allowed 150% of the amount of time as all the other students in the class (90 minutes for a 60 minute Test). You can key in this percentage, or use the up/down arrow keys to change it in increments of five percent.

When you have completed editing the settings for this student, click on either *Update* or *Cancel* in blue at the right side of the screen.


Class Management | Instructor | Help
For help on this page click here.
Student Name: LyonsCathy
Student ID Number: 234567890
User Name: Cathy@student.edu
Active Status:
Show In Grade Sheet:
Disability Settings - % extra time allowed on timed assignments 50
Click here to update or
Update Cancel

#	User Name	Student Name	Student ID Number:	Role ID	Registration	Payment	Status	Show In Grade Sheet	Disability Settings - % extra time allowed on timed assignments:
	Cathy@student.edu	LyonsCathy	234567890	student	Complete	Waiting	Active	Shown	None
Edit	cindyS01@student.edu	OneStudent	1234567890	student	Complete	Complete Paid $0.00	Active	Shown	None
Edit	cindyta@ta.com	Student TACindy		teachingassistant	Complete	Complete Paid $0.00	Active	Shown	None
Edit	Hilda@student.edu	SchoonovenHilda	789012345	student	Complete	Waiting	Active	Shown	None
Edit	Hunter@student.edu	UetrchtHunter	678901234	student	Complete	Waiting	Active	Shown	None
Edit	Jordan@student.edu	O'FarrellJordan	567890123	student	Complete	Waiting	Active	Shown	None
Edit	Kamaria@student.edu	AldhailaniKamaria	456789012	student	Complete	Waiting	Active	Shown	None
Edit	Kevin@student.edu	TarrKevin	123456789	student	Complete	Waiting	Active	Shown	None
Edit	Malik@student.edu	HusseinMalik	345678901	student	Complete	Waiting	Active	Shown	None

Figure 8: Edit Information on a Student

Setting Up Grade Preferences

One of the first things you will want to do is customize your default grade preferences and make grade preference templates. These preferences allow you to highly customize your assignments, by specifying things like access to hints and feedback, number of submission attempts, and deduction values for these actions.

There are two ways to set grade preferences: Globally or Individually. To set grade preferences globally, on the blue menu across the top of your page, hover your mouse pointer over ***Instructor***. A drop-down menu will give you the option to select ***Grade Preferences***. Click on this and it will take you to the screen in Figure 9.

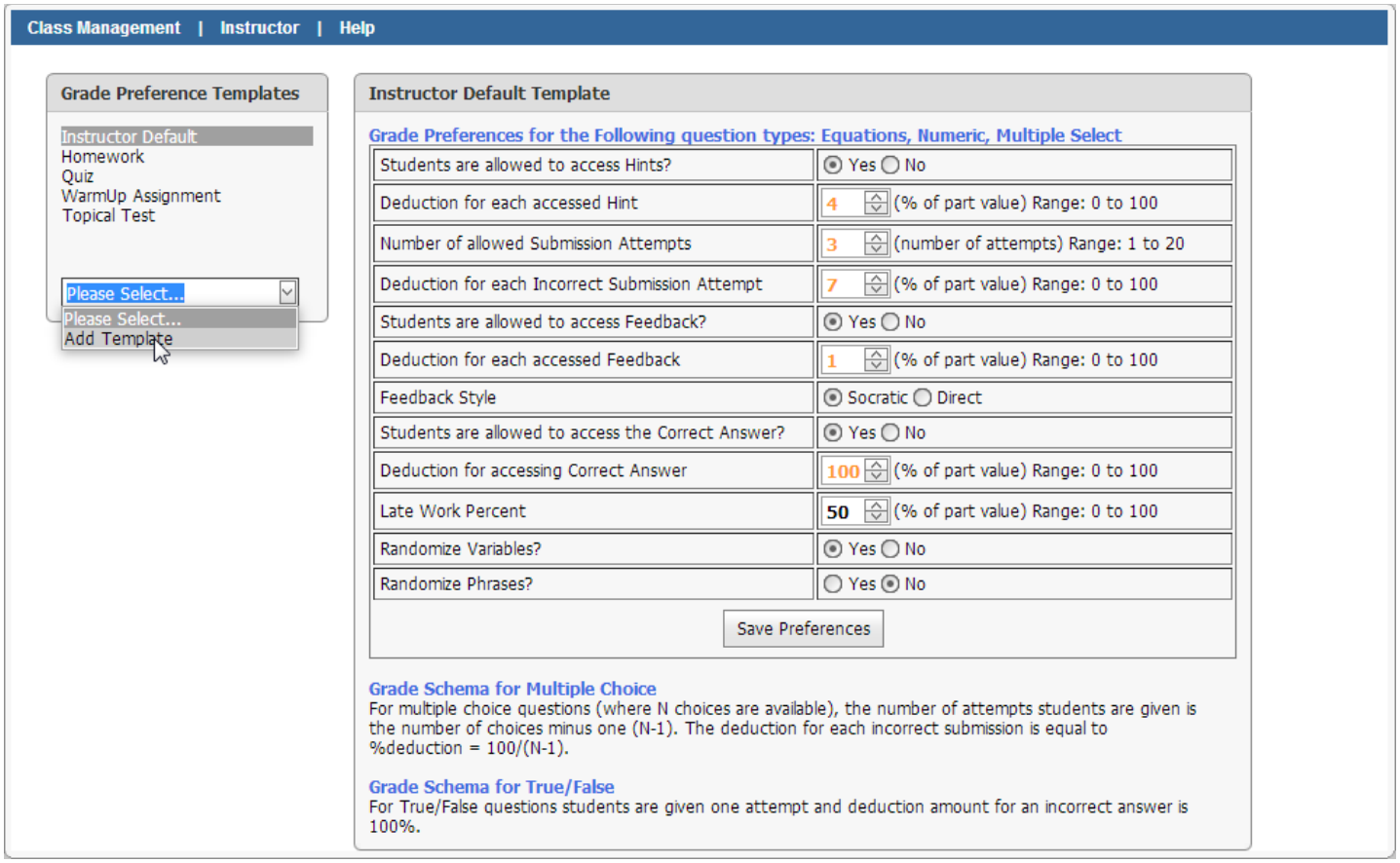

Class Management | Instructor | Help
Grade Preference Templates
Instructor Default
Homework
Quiz
WarmUp Assignment
Topical Test
Please Select...
Please Select...
Add Template
Instructor Default Template
Grade Preferences for the Following question types: Equations, Numeric, Multiple Select
Students are allowed to access Hints? Yes No
Deduction for each accessed Hint 4 (% of part value) Range: 0 to 100
Number of allowed Submission Attempts 3 (number of attempts) Range: 1 to 20
Deduction for each Incorrect Submission Attempt 7 (% of part value) Range: 0 to 100
Students are allowed to access Feedback? Yes No
Deduction for each accessed Feedback 1 (% of part value) Range: 0 to 100
Feedback Style Socratic Direct
Students are allowed to access the Correct Answer? Yes No
Deduction for accessing Correct Answer 100 (% of part value) Range: 0 to 100
Late Work Percent 50 (% of part value) Range: 0 to 100
Randomize Variables? Yes No
Randomize Phrases? Yes No
Save Preferences
Grade Schema for Multiple Choice
For multiple choice questions (where N choices are available), the number of attempts students are given is the number of choices minus one (N-1). The deduction for each incorrect submission is equal to %deduction = 100/(N-1).
Grade Schema for True/False
For True/False questions students are given one attempt and deduction amount for an incorrect answer is 100%.

Figure 9: Setting Global Grade Preferences

If you elect to not create any templates, the default grade preferences for each assignment will remain as is shown in the area on the right side of Figure 9.

On the left side of the *Grade Preferences* screen is a panel that allows you to create Templates for grade preferences. At the bottom of this panel is a drop-down menu which will allow you to add or delete a template. For this particular user, templates named “Homework”, “Quiz”, “WarmUP Assignment” and “Topical Test” have already been created. If you are new to Expert TA you will only see “Instructor Default” in the list. Use the drop down menu under *Grade Preference Templates* to select ***Add Template***, as shown in the drop-down menu in Figure 9. A separate window will appear where you can give the template a name (see Figure 10).

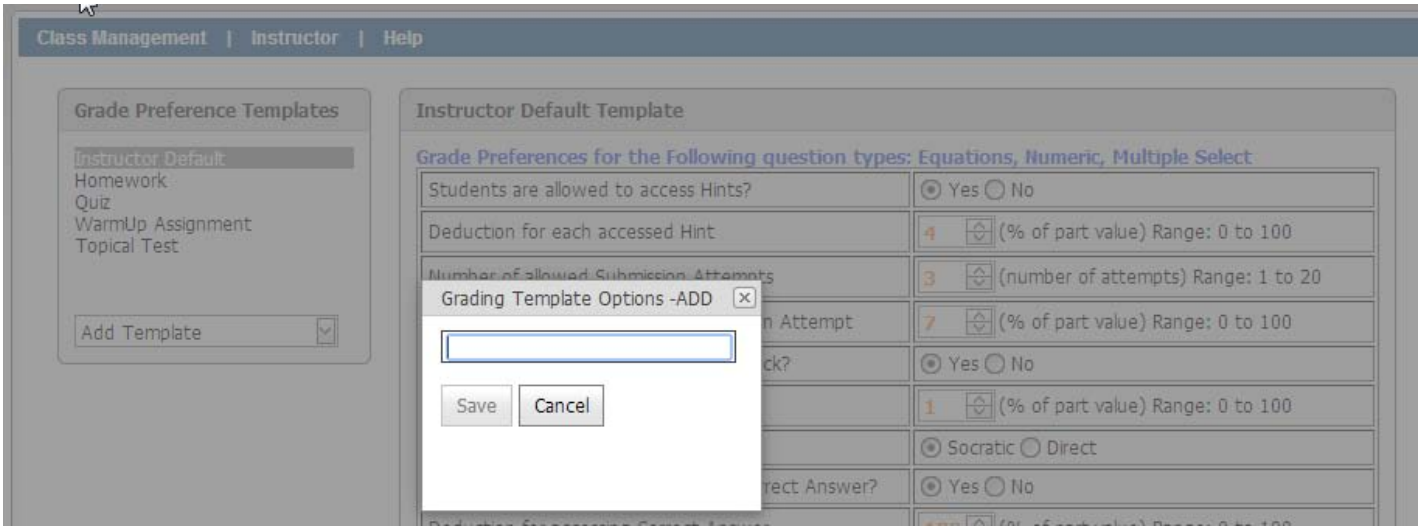

Class Management | Instructor | Help
Grade Preference Templates
Instructor Default
Homework
Quiz
WarmUp Assignment
Topical Test
Add Template
Instructor Default Template
Grade Preferences for the Following question types: Equations, Numeric, Multiple Select
Students are allowed to access Hints?
Yes No
Deduction for each accessed Hint
4 (% of part value) Range: 0 to 100
3 (number of attempts) Range: 1 to 20
7 (% of part value) Range: 0 to 100
Yes No
1 (% of part value) Range: 0 to 100
Socratic Direct
Yes No
Grading Template Options -ADD
Save
Cancel

Figure 10 Add Grading Template

Type in the name of the template you wish to add, and click the ***Save*** button. With the panel on the right, you can set your preferences for that template you just named. In Figure 9 the preferences have been set to the default values, which allow the students to access Hints, but 4% of their grade for that assignment is deducted for each Hint accessed. They can make 3 submission attempts for each assignment, but lose 7% of their grade for time they make incorrect submissions. Finally, they can access Feedback, but lose 1% of their grade for each time Feedback is accessed. There are several other Grade Preferences you can change: Feedback Style allows you to choose between Socratic and Direct; students can be allowed to access the correct answer to each problem; and a percentage of the grade can be deducted for each problem the correct answer is accessed. When you have these preferences set click ***Save Preferences*** to save your work. Now when you create or edit an assignment, you can choose which grade template you want to apply to that assignment.

Late Work Percentage

In the grade preferences table you will also see an item labeled “Late Work Percentage”. This allows you to give students an incentive to complete an assignment, even if the due date has passed. In the Assignment Management area you will be able to set a start date, due date, and end date for an assignment. Students will earn full credit for any work done between the start and due dates. For any work done between the due date and the end date, the student will earn whatever score they get, multiplied bythe late work percentage. The Late Work Percentage is the credit the student will earn; and not the deduction percentage.

Example: You have an assignment with 10 problems and you have set the Late Work Percentage to be 75%. A student completes six of these problems perfectly, prior to the due date. The student is not able to attempt the other four problems at all. The student would have a 60 on the assignment as of the due date. If the student later completed the other four problems without error, they would earn an additional 40*.75 = 30 points, bringing their final grade to a 90.

Managing Assignments

To create a class assignment, on the *Class Management* page, first highlight the class for which you want to create the assignment (if there is only one class, then that class will already be highlighted), then select ***Create Class Assignment*** from the drop-down menu under *Classes*. Or, you can select the class and right click to see the same menu.

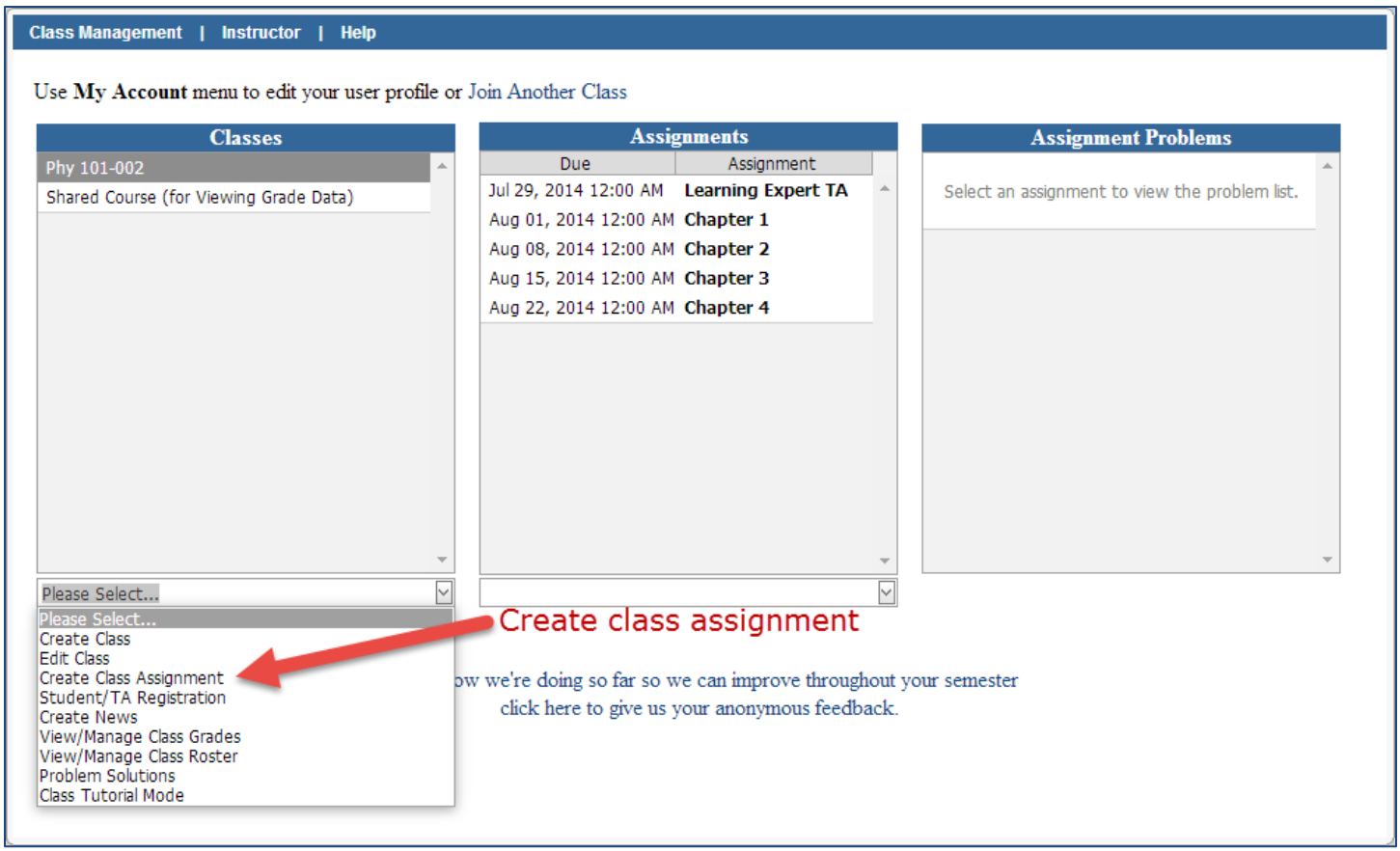

Class Management | Instructor | Help
Use My Account menu to edit your user profile or Join Another Class
Classes
Phy 101-002
Shared Course (for Viewing Grade Data)
Assignments
Due
Assignment
Jul 29, 2014 12:00 AM Learning Expert TA
Aug 01, 2014 12:00 AM Chapter 1
Aug 08, 2014 12:00 AM Chapter 2
Aug 15, 2014 12:00 AM Chapter 3
Aug 22, 2014 12:00 AM Chapter 4
Assignment Problems
Select an assignment to view the problem list.
Please Select...
Please Select...
Create Class
Edit Class
Create Class Assignment
Student/TA Registration
Create News
View/Manage Class Grades
View/Manage Class Roster
Problem Solutions
Class Tutorial Mode
Create class assignment
ow we're doing so far so we can improve throughout your semester
click here to give us your anonymous feedback.

Figure 11: Create Class Assignment

This will take you to the Create/Edit Assignment window, as seen in Figure 12.

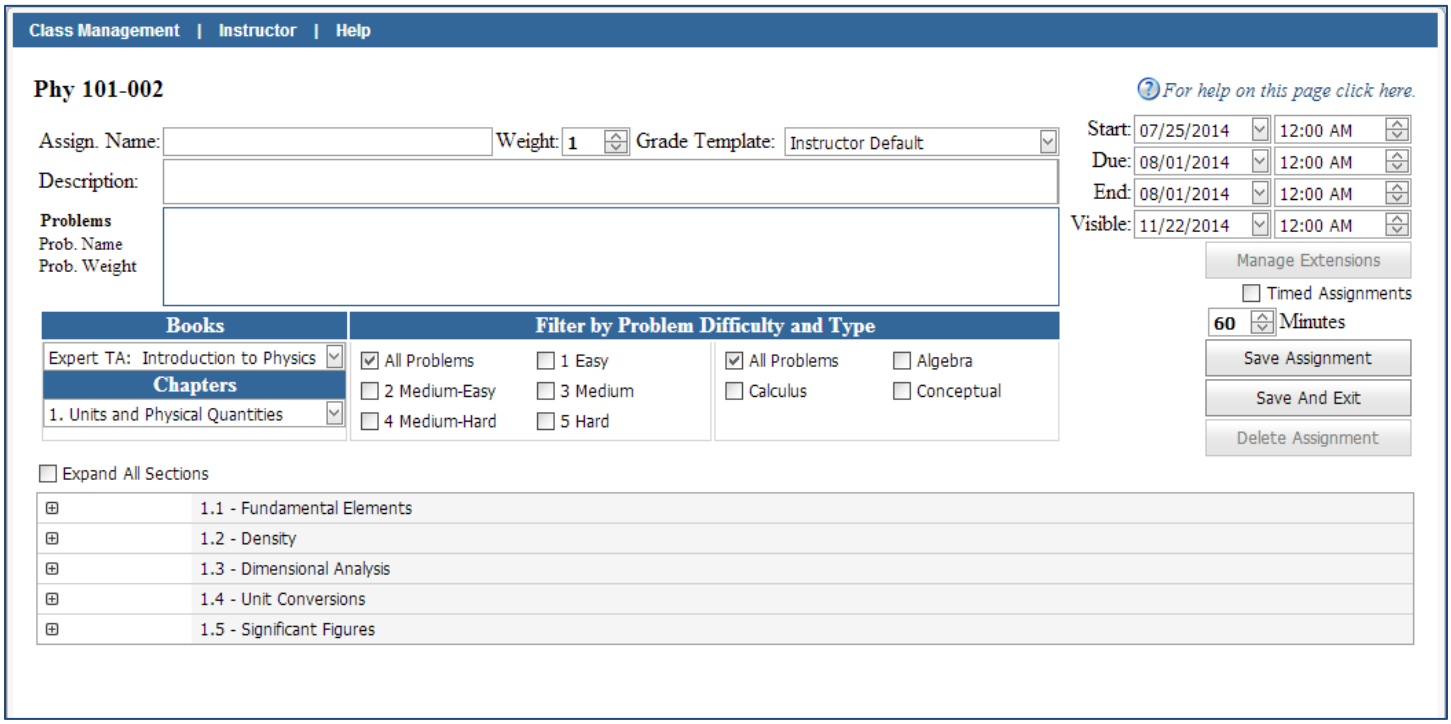


Figure 12: Create/ Edit Assignment Window

Naming, Describing, and Weighting an Assignment

Near the top left corner of the *Create/Edit Assignment* screen, your class information will be displayed. Beneath that, you will give the assignment a name and a description (up to 100 characters). Next to the area for the assignment's name, you can key in the weight for an assignment, from 1 to 999. You can also use the up and down arrow keys to change the weight number. This large range of numbers is allowed so that you can choose to assign weightings based on percentages or point values. The next item to the right allows you to give the assignment a grade Template (that can be created in the *Instructor Grade Preferences Templates* window (see Figure 9).

Grade Preferences

In the drop-down beside the label "Grade Template", you can either choose one of the Grade Preference Templates that you have already created, or you can create a custom set of preferences for an individual assignment. We strongly recommend that you create and utilize the templates you already set up, rather than creating custom preferences. For information on this please reference the section on Setting Up Grade Preferences.

Specify Assignment Dates

In the upper right portion of the *Create/Edit Assignment* screen, you will be able to specify the start date, due date, and end dates and times that an assignment will be available to your students.).

For any work done between the due date and the end date, the student will earn whatever score they get times the Late Work Percentage. The Late Work Percentage is the credit the student will earn; and not the deduction percentage. For more information about this, please view the section on Late Work Percentage.

In addition, you can hide an assignment from your students after a specified date, by changing the date next to *Visible.* The default value for this is the end of the semester. Students will still be able to view their numeric grades but will not be able to see solutions to the problems or their detailed work.

Timing an Assignment

With the *Create/Edit Assignment* window you can limit the time allowed on an assignment. To do this, click the box next to ***Timed Assignments***, then specify how many minutes the students will be allowed to complete it. You can also use the up and down arrow keys to change the number.

If you have students that require more time on a specific assignment, you can adjust their time allowance under "Extensions". (See Manage Extensions for a Student section for directions.) If you have students that require more time on every assignment, you can set this up to occur automatically throughout the semester in the Class Roster area. (See Students with Disabilities section for directions.)

Selecting Problems

Note that, if available, the textbook for your classes has already been configured for you. You browse the problem library by selecting from the drop-down menus beneath *Chapters* in the *Create/Edit Assignment* window. This will populate the bottom of the window with available problems in that chapter from which to choose. Problems can be added to an assignment by simply clicking on the box in the upper left corner of the problem. You can delete the problem by clicking the box again or by clicking on the small red x that appears by that problem in the list of selected problems. To include problems from multiple chapters, select a different chapter from the drop-down menu and choose the problem's you'd like to includeSelected problems will appear in the *Selected Problems* area, beneath the assignment description. If you need to see what the subject matter of the problem is from this screen, hover your mouse over the problem number and a pop-up window will give you a preview of that problem.

There is no limit to the number of problems you can add to an assignment.

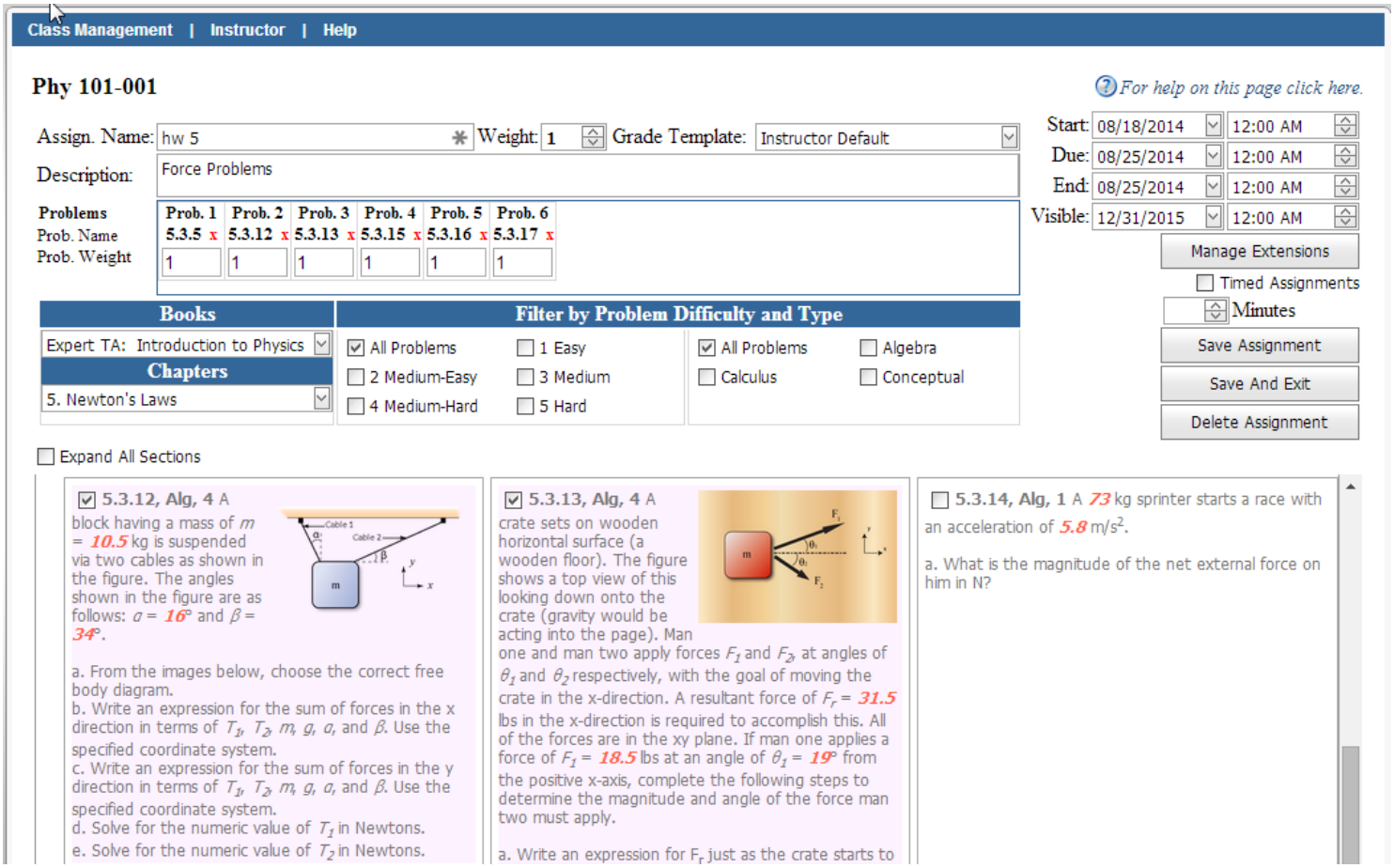

Class Management | Instructor | Help
Phy 101-001
For help on this page click here.
Assign. Name: hw 5
Weight: 1
Grade Template: Instructor Default
Description: Force Problems
Start: 08/18/2014 12:00 AM
Due: 08/25/2014 12:00 AM
End: 08/25/2014 12:00 AM
Visible: 12/31/2015 12:00 AM
Problems
Prob. Name
Prob. Weight
Prob. 1 5.3.5 x
Prob. 2 5.3.12 x
Prob. 3 5.3.13 x
Prob. 4 5.3.15 x
Prob. 5 5.3.16 x
Prob. 6 5.3.17 x
Manage Extensions
Timed Assignments
Minutes
Save Assignment
Save And Exit
Delete Assignment
Books
Expert TA: Introduction to Physics
Chapters
5. Newton's Laws
Filter by Problem Difficulty and Type
All Problems
1 Easy
2 Medium-Easy
3 Medium
4 Medium-Hard
5 Hard
All Problems
Algebra
Calculus
Conceptual
Expand All Sections
5.3.12, Alg, 4 A block having a mass of m = 10.5 kg is suspended via two cables as shown in the figure. The angles shown in the figure are as follows: α = 16° and β = 34°.
a. From the images below, choose the correct free body diagram.
b. Write an expression for the sum of forces in the x direction in terms of T1, T2, m, g, α, and β. Use the specified coordinate system.
c. Write an expression for the sum of forces in the y direction in terms of T1, T2, m, g, α, and β. Use the specified coordinate system.
d. Solve for the numeric value of T1 in Newtons.
e. Solve for the numeric value of T2 in Newtons.
5.3.13, Alg, 4 A crate sets on wooden horizontal surface (a wooden floor). The figure shows a top view of this looking down onto the crate (gravity would be acting into the page). Man one and man two apply forces F1 and F2, at angles of θ1 and θ2 respectively, with the goal of moving the crate in the x-direction. A resultant force of Fr = 31.5 lbs in the x-direction is required to accomplish this. All of the forces are in the xy plane. If man one applies a force of F1 = 18.5 lbs at an angle of θ1 = 19° from the positive x-axis, complete the following steps to determine the magnitude and angle of the force man two must apply.
a. Write an expression for Fr just as the crate starts to
5.3.14, Alg, 1 A 73 kg sprinter starts a race with an acceleration of 5.8 m/s².
a. What is the magnitude of the net external force on him in N?

Figure 13 Problem Descriptions

Filtering Selected Problems by Difficulty and Type

Near the center of the *Create/Edit Assignment* screen is the *Filter* panel. You can filter the problems in the library by difficulty (1-5, with 5 being most difficult), and/or by type, with the choices being conceptual, calculus, or algebra based. To begin filtering, click the box next to your choices.

Note: There is one other classification of problems available – tutorial vs. homework problems. Tutorial problems are simply a small subset of our entire problem library that are available to students 24/7 to practice. So, if you want to be sure a student has not practiced a problem, you will not want to assign a problem that has the letter "T" in parenthesis next to its name.

Changing the Problem Order and Deleting a Problem

The *Selected Problems* area on the *Create/Edit Assignment* screen gives you the option to change the order the problems are presented to the students. These are tabs that you can drag to the left or right, and drop into the placement order of your choice (see Figure 14). Simply put your cursor/pointer on the very top of the problem, in the list of selected problems (i.e. the label for the problem: "Prob. 1", or "Prob. 5"). Cick and hold the left mouse button and drag the problem to the left or right. When you have the problem in the position where you would like it, release the left mouse button.

You can delete problems from the *Selected Problems* area by clicking on the **x** next to the problem name.

Setting Problem Weights

Beneath each selected problem in the *Selected Problems* area on the *Create/Edit Assignment* screen is the *Problem Weights* area, where you can specify the weights for each problem. (Note: This is different from the assignment

weighting, which was defined next to the assignment name at the top.) As a default, all problems in an assignment are all counted equally by having a weight of 1. To change this, click on the box with the weight number and change the number. The schema in Expert TA follows a standard weighted average; the average is calculated by summing each problem grade times the problem weight, and then dividing that sum by the sum of the weights.

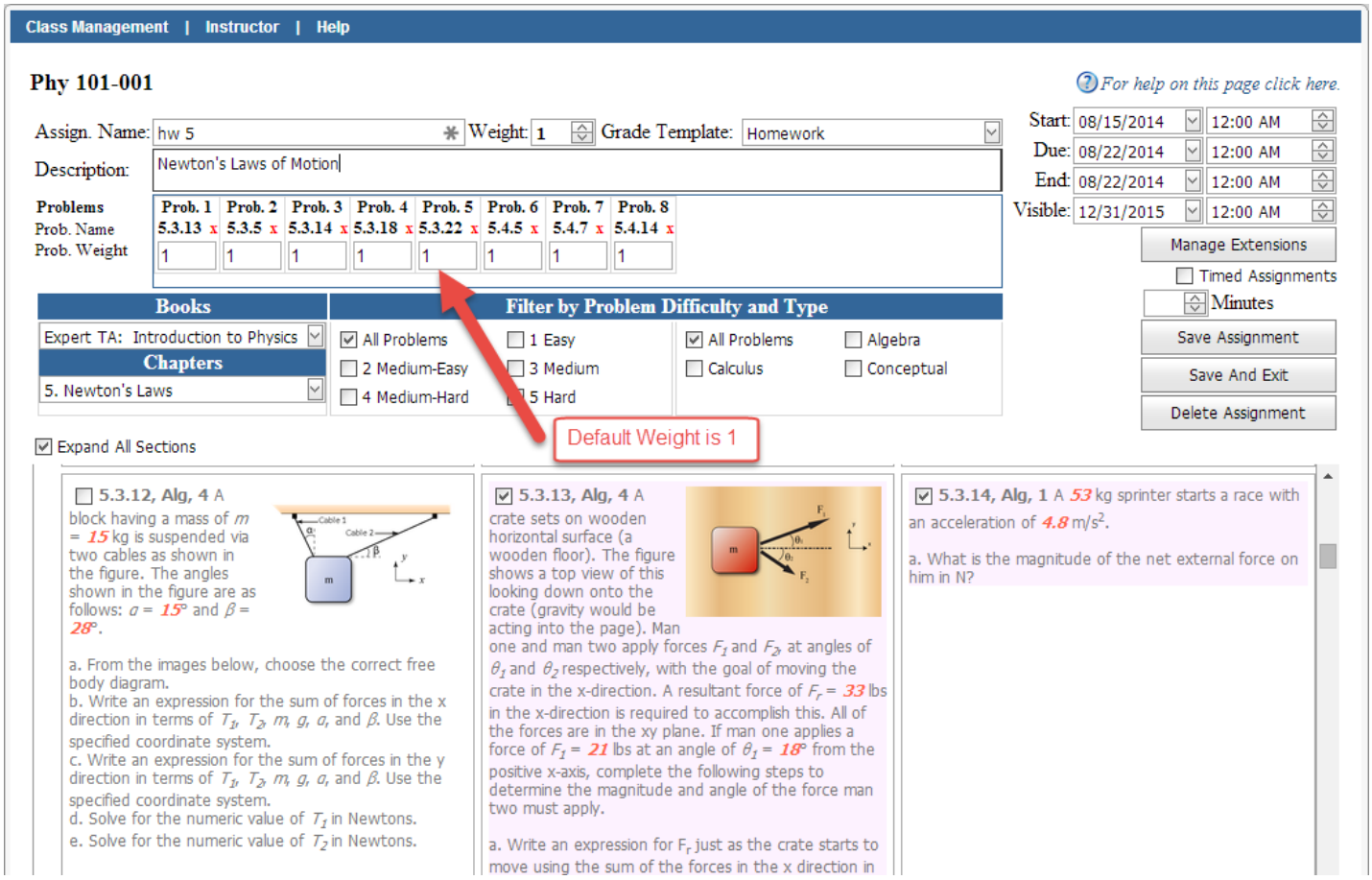

Class Management | Instructor | Help
Phy 101-001
For help on this page click here.
Assign. Name: hw 5
Weight: 1
Grade Template: Homework
Description: Newton's Laws of Motion
Start: 08/15/2014 12:00 AM
Due: 08/22/2014 12:00 AM
End: 08/22/2014 12:00 AM
Visible: 12/31/2015 12:00 AM
Problems
Prob. Name
Prob. Weight
Prob. 1 5.3.13
Prob. 2 5.3.5
Prob. 3 5.3.14
Prob. 4 5.3.18
Prob. 5 5.3.22
Prob. 6 5.4.5
Prob. 7 5.4.7
Prob. 8 5.4.14
Manage Extensions
Timed Assignments
Minutes
Save Assignment
Save And Exit
Delete Assignment
Books
Expert TA: Introduction to Physics
Chapters
5. Newton's Laws
Filter by Problem Difficulty and Type
All Problems
1 Easy
2 Medium-Easy
3 Medium
4 Medium-Hard
5 Hard
All Problems
Algebra
Calculus
Conceptual
Default Weight is 1
Expand All Sections
5.3.12, Alg, 4 A block having a mass of m = 15 kg is suspended via two cables as shown in the figure. The angles shown in the figure are as follows: α = 15° and β = 28°.
a. From the images below, choose the correct free body diagram.
b. Write an expression for the sum of forces in the x direction in terms of T1, T2, m, g, α, and β. Use the specified coordinate system.
c. Write an expression for the sum of forces in the y direction in terms of T1, T2, m, g, α, and β. Use the specified coordinate system.
d. Solve for the numeric value of T1 in Newtons.
e. Solve for the numeric value of T2 in Newtons.
5.3.13, Alg, 4 A crate sets on wooden horizontal surface (a wooden floor). The figure shows a top view of this looking down onto the crate (gravity would be acting into the page). Man one and man two apply forces F1 and F2, at angles of θ1 and θ2 respectively, with the goal of moving the crate in the x-direction. A resultant force of Fr = 33 lbs in the x-direction is required to accomplish this. All of the forces are in the xy plane. If man one applies a force of F1 = 21 lbs at an angle of θ1 = 18° from the positive x-axis, complete the following steps to determine the magnitude and angle of the force man two must apply.
a. Write an expression for Fr just as the crate starts to move using the sum of the forces in the x direction in
5.3.14, Alg, 1 A 53 kg sprinter starts a race with an acceleration of 4.8 m/s².
a. What is the magnitude of the net external force on him in N?

Figure 14 Default Problem Weights

Manage Extensions for a Student

To manage extensions for a student, click the ***Manage Extensions*** button on the right side of the *Create/Edit Assignment* screen. This will create a pop-up window as seen in Figure 15 which gives a summary of the extensions you have in place for a particular assignment.

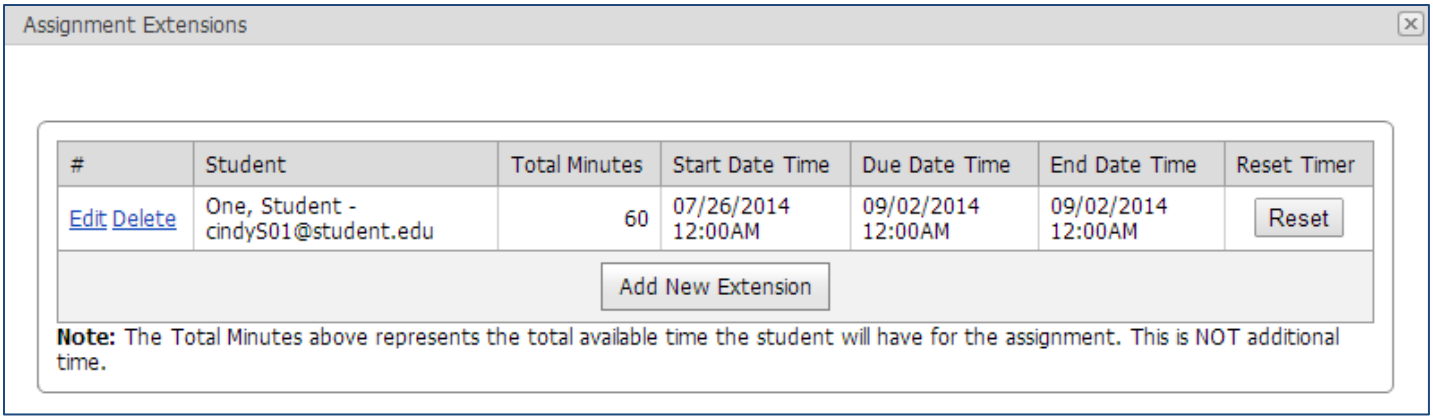

Assignment Extensions
Student Total Minutes Start Date Time Due Date Time End Date Time Reset Timer
Edit Delete One, Student - cindyS01@student.edu 60 07/26/2014 12:00AM 09/02/2014 12:00AM 09/02/2014 12:00AM Reset
Add New Extension
Note: The Total Minutes above represents the total available time the student will have for the assignment. This is NOT additional time.

Figure 15: Assignment Extensions

When you click on the ***Add New Extension*** button, the pop-up window will change to what is seen in Figure 16 and is where you put in the desired extension settings for an individual student.

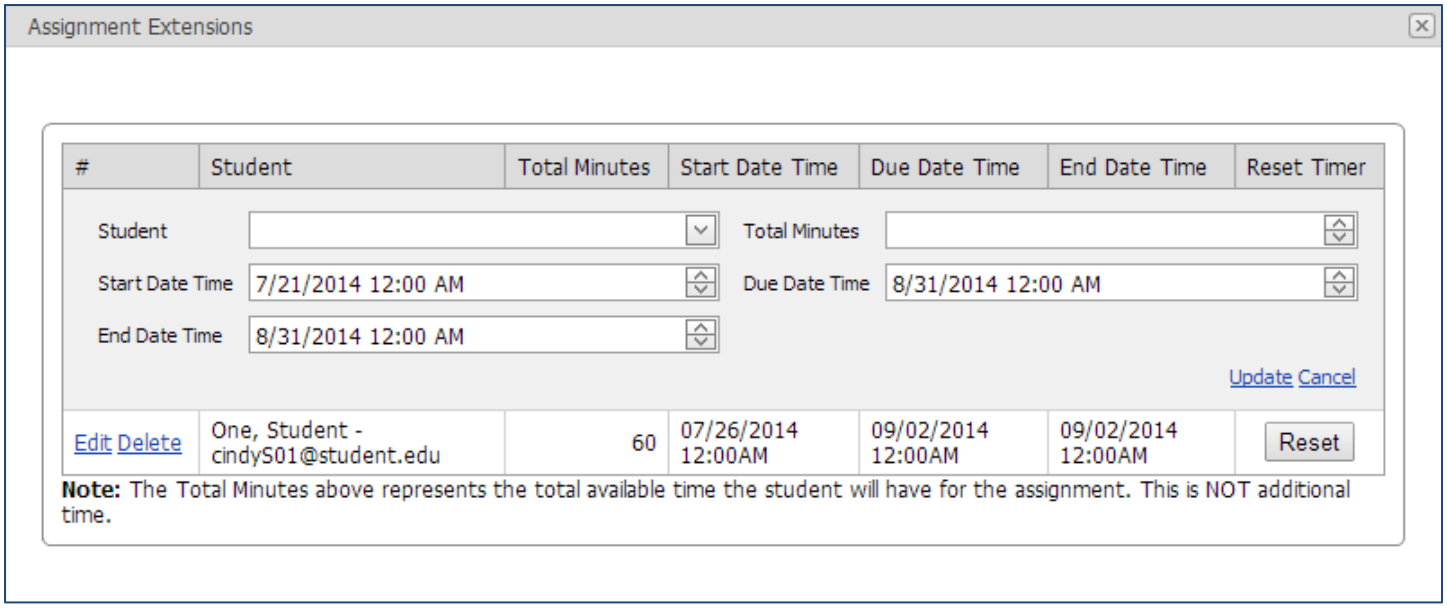

Assignment Extensions
Student Total Minutes Start Date Time Due Date Time End Date Time Reset Timer
Student
Total Minutes
Start Date Time 7/21/2014 12:00 AM
Due Date Time 8/31/2014 12:00 AM
End Date Time 8/31/2014 12:00 AM
Update Cancel
Edit Delete One, Student - cindyS01@student.edu 60 07/26/2014 12:00AM 09/02/2014 12:00AM 09/02/2014 12:00AM Reset
Note: The Total Minutes above represents the total available time the student will have for the assignment. This is NOT additional time.

Figure 16: Adding an Extension for a Student

You can use the drop-down next to *Student* to see a list of all yourstudents in that class and then highlight the one for whom you wish to add the extension. You can also start typing a last name to narrow the search. Next to Total Minutes is an area where you can set up a different time allowance for this student in the case of a timed assignment. You can either key in the minutes or use the up/down arrow keys to enter them. You can also change the *Start Date* and *Time* and *End Date* and *Time* in a similar manner. When you have the settings where you want them, click the word ***Update*** to save or ***Cancel*** to exit without saving. This will bring you back to Figure 16, where you can see any extensions you have created.

From here, you can add another extension, or edit or delete one that has already been created. To exit the *Assignment Extensions* window, click on the x box in the upper right corner of the pop-up window.

Editing an Assignment

After you have created an assignment, you may want to edit the assignment. From the *Class Management* page, select the course you want and the assignment you wish to edit. Then, either right click on the assignment name or use the

drop-down menu to select *Edit Assignment*. This will take you to the same window you used to create the assignment, where you can edit any of the settings you selected when creating the assignment.

Deleting an Assignment

You can delete an entire assignment by clicking on the ***Delete Assignment*** button on the right hand side of the *Create/Edit Assignment* window. All associated assignment problems and grade data will also be deleted, so be extra cautious about using this option, as it cannot be undone.

Saving and Exiting the Assignment Edit Create Window

To save your assignment without exiting the screen, click on the ***Save Assignment*** button on the right side of the window. To save your assignment and return to the *Class Management* page, click on the ***Save and Exit*** button.

Copy Assignment

You may wish to copy an assignment with all its accompanying settings. To do this, first navigate to the *Class Management* window. Select the assignment you wish to copy, then, from the drop-down menu under the *Assignments* panel, select ***Copy Assignment*** as shown in Figure 17.

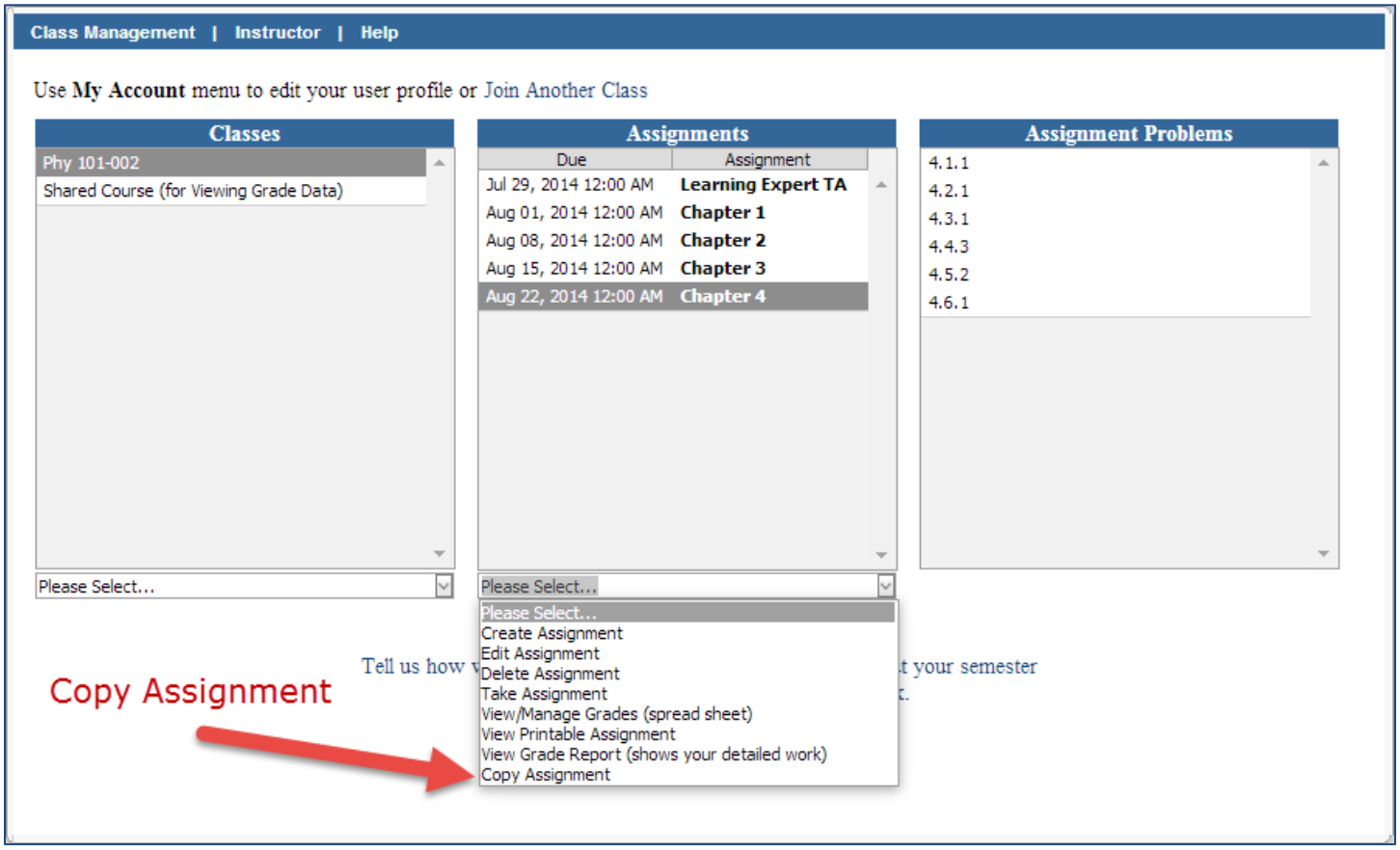


Figure 17 Copy Assignment Drop Down

You will then be presented with the pop-up window shown in Figure 18.

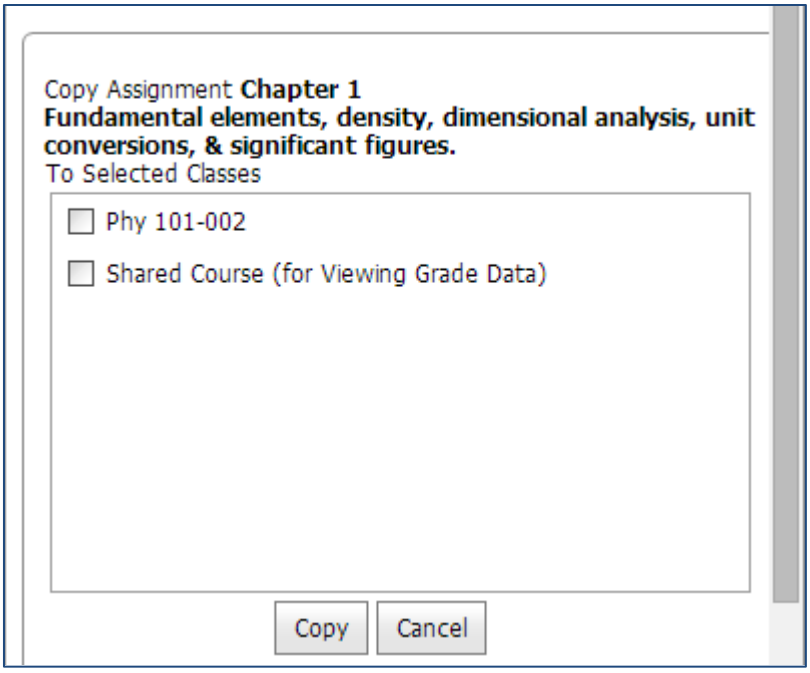


Figure 18: Copy Assignment

From this window you can select the class(es) *to which* you choose to copy the assignment, and then click the ***Copy*** button. Click the ***Cancel*** button to exit without copying. You can then go into the *Create/Edit Assignment* window and modify the settings for the copied assignment, if desired.

Viewing Problem Solutions

From the *Class Management* page, select the class that you are working with. In the drop-down menu below the Classes window, select ***Problem Solutions***. This will take you to the *View Problem Solutions* window.

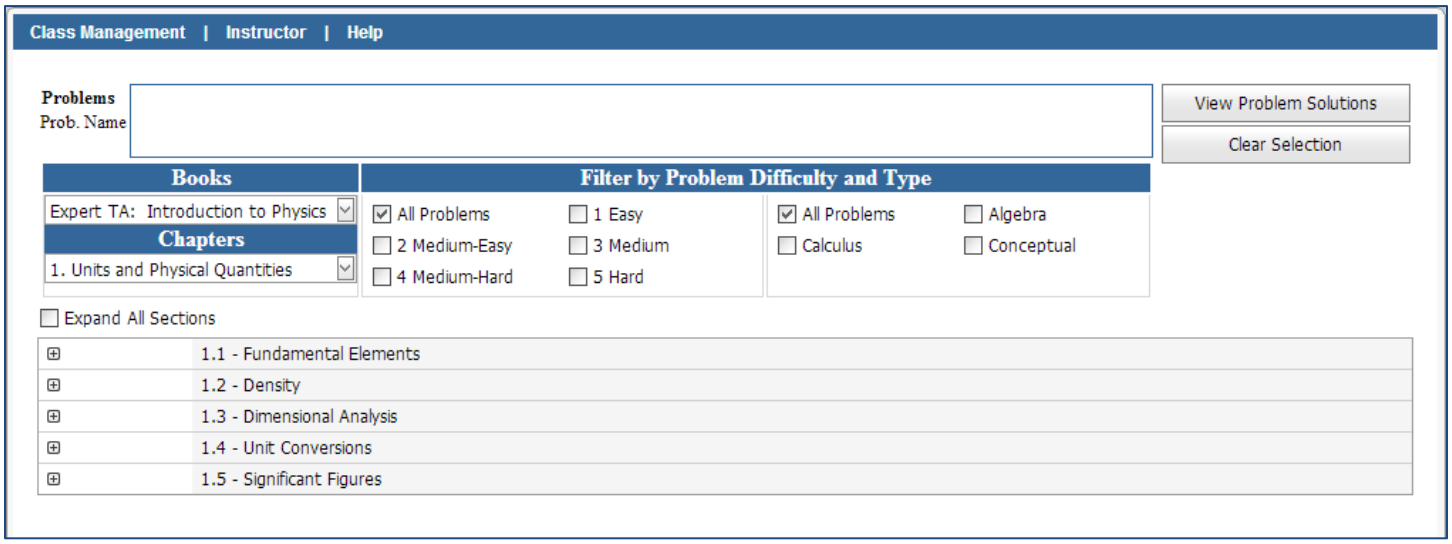


Figure 19: View Problem Solutions

Use the Chapters drop down menu to select which chapter you want. Then select which section from that chapter by clicking on the little square box next to the section name. This will expand to show the problems available in that section. Alternately, you can click on the ***Expand All Sections*** box to view all the problems from that chapter at once as shown in Figure 20.

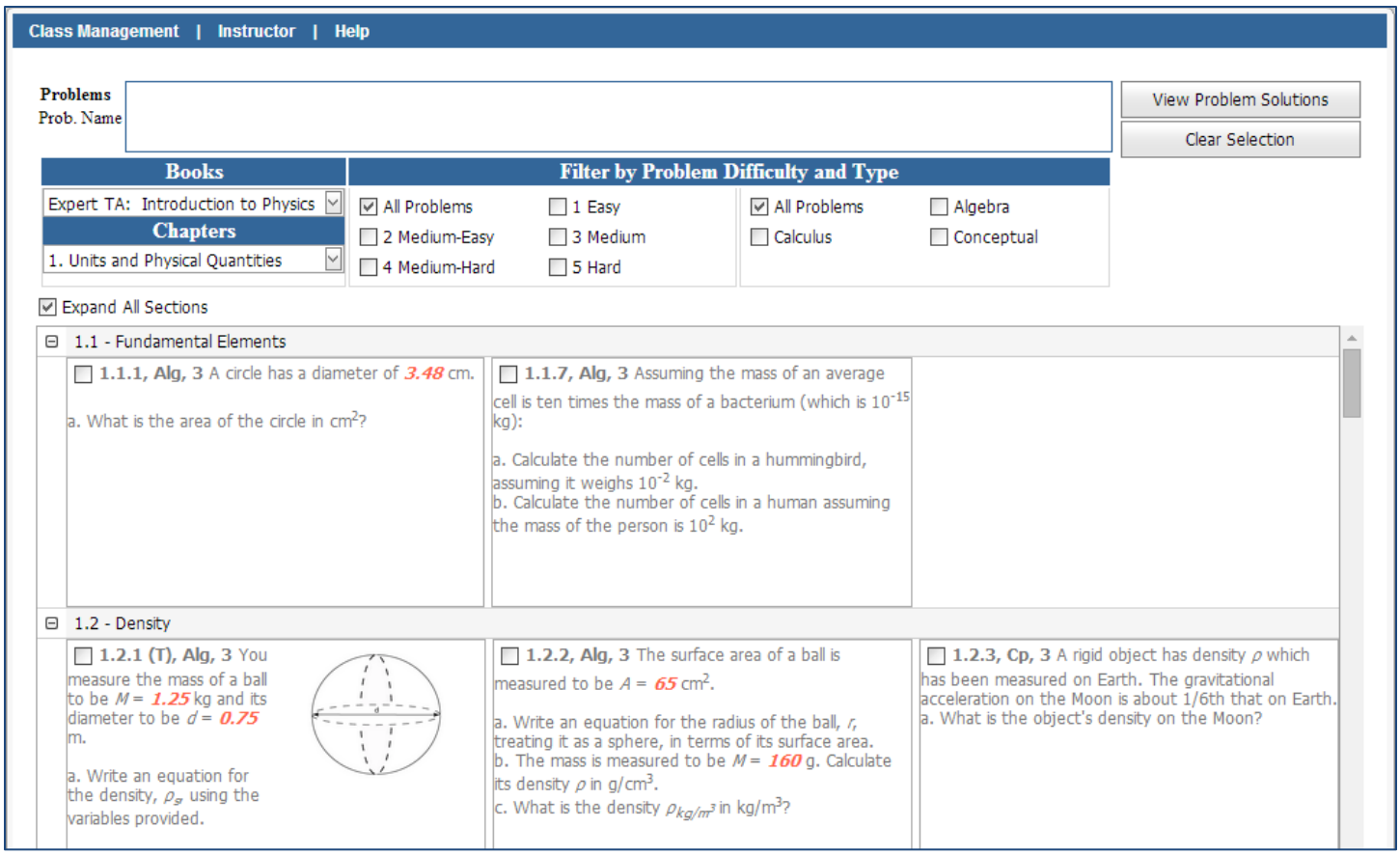

Class Management | Instructor | Help
Problems
Prob. Name
View Problem Solutions
Clear Selection
Books
Expert TA: Introduction to Physics
Chapters
1. Units and Physical Quantities
Filter by Problem Difficulty and Type
All Problems
1 Easy
2 Medium-Easy
3 Medium
4 Medium-Hard
5 Hard
All Problems
Algebra
Calculus
Conceptual
Expand All Sections
1.1 - Fundamental Elements
1.1.1, Alg, 3 A circle has a diameter of 3.48 cm.
a. What is the area of the circle in cm2?
1.1.7, Alg, 3 Assuming the mass of an average cell is ten times the mass of a bacterium (which is 10-15 kg):
a. Calculate the number of cells in a hummingbird, assuming it weighs 10-2 kg.
b. Calculate the number of cells in a human assuming the mass of the person is 102 kg.
1.2 - Density
1.2.1 (T), Alg, 3 You measure the mass of a ball to be M = 1.25 kg and its diameter to be d = 0.75 m.
a. Write an equation for the density, ρ, using the variables provided.
1.2.2, Alg, 3 The surface area of a ball is measured to be A = 65 cm2.
a. Write an equation for the radius of the ball, r, treating it as a sphere, in terms of its surface area.
b. The mass is measured to be M = 160 g. Calculate its density ρ in g/cm3.
c. What is the density ρkg/m3 in kg/m3?
1.2.3, Cp, 3 A rigid object has density ρ which has been measured on Earth. The gravitational acceleration on the Moon is about 1/6th that on Earth.
a. What is the object's density on the Moon?

Figure 20: Expand All Sections

Once you have the problems selected, click on the ***View Problem Solutions*** button in the top right portion of the window. This will show you the selected problems with the correct answers, along with the hints available and some choice information.

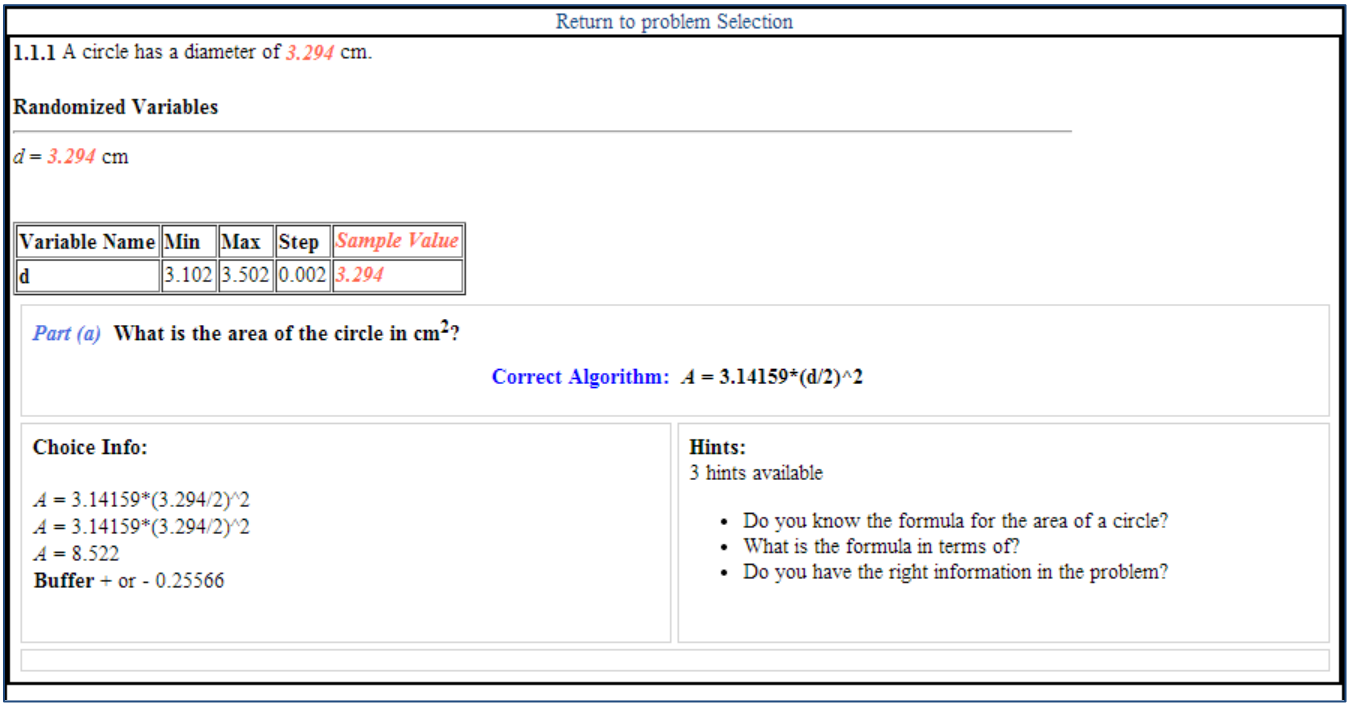

Return to problem Selection
1.1.1 A circle has a diameter of 3.294 cm.
Randomized Variables
d = 3.294 cm
Variable Name | Min | Max | Step | Sample Value
d | 3.102 | 3.502 | 0.002 | 3.294
Part (a) What is the area of the circle in cm2?
Correct Algorithm: A = 3.14159*(d/2)^2
Choice Info:
A = 3.14159*(3.294/2)^2
A = 3.14159*(3.294/2)^2
A = 8.522
Buffer + or - 0.25566
Hints:
3 hints available
Do you know the formula for the area of a circle?
What is the formula in terms of?
Do you have the right information in the problem?

Figure 21: View Problem Solutions

Numeric problems will show an algorithm rather than a numeric answer. This is because random variables allow students to have different numeric answers. Note that sometimes variable names may differ in the back-end algorithm from what you see in the problem statement. These are just placeholders in the algorithm for the variable.

When you have completed viewing the problem solutions, click on ***Return to Problem Selection*** at the top of your window, to return to the *Problem Solutions* window (Figure 19) to select other problems, if desired.

Take Assignment

As an instructor you will occasionally need to work through a problem yourself (for example if students have questions about a specific problem or answer).

From the *Class Management* page, highlight the appropriate class in the *Classes* panel, then highlight the assignment you wish to take, in the *Assignments* panel. From the drop down menu at the bottom of the *Assignments* panel, select ***Take Assignment***. This will take you to the first problem in the assignment as the students see it (see Figure 22).

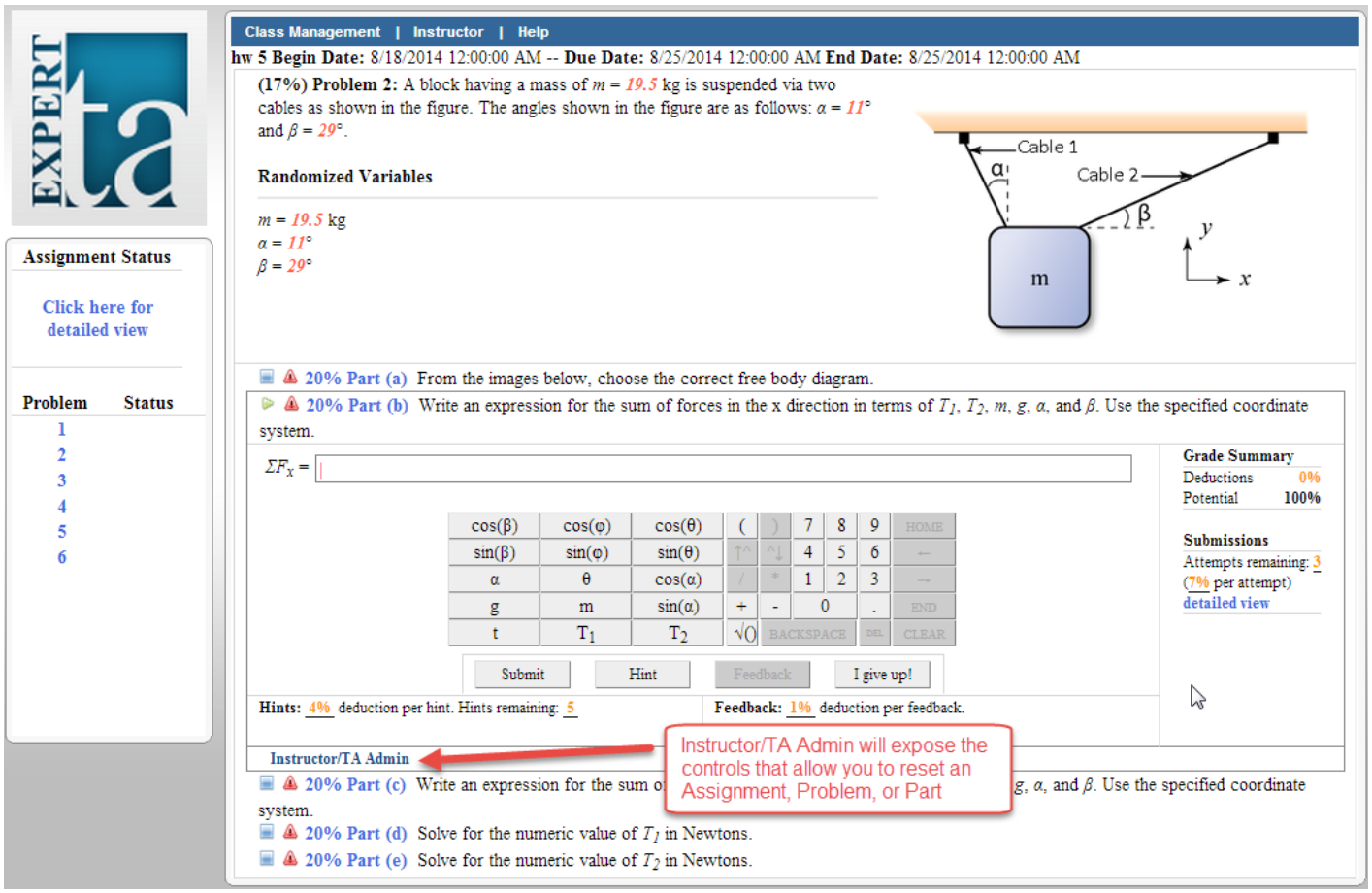

Class Management | Instructor | Help
hw 5 Begin Date: 8/18/2014 12:00:00 AM -- Due Date: 8/25/2014 12:00:00 AM End Date: 8/25/2014 12:00:00 AM
(17%) Problem 2: A block having a mass of m = 19.5 kg is suspended via two cables as shown in the figure. The angles shown in the figure are as follows: α = 11° and β = 29°.
Randomized Variables
m = 19.5 kg
α = 11°
β = 29°
Cable 1
Cable 2
α
β
m
y
x
Assignment Status
Click here for detailed view
Problem Status
1
2
3
4
5
6
20% Part (a) From the images below, choose the correct free body diagram.
20% Part (b) Write an expression for the sum of forces in the x direction in terms of T1, T2, m, g, α, and β. Use the specified coordinate system.
ΣFx =
Grade Summary
Deductions 0%
Potential 100%
Submissions
Attempts remaining: 3 (7% per attempt)
detailed view
Submit
Hint
Feedback
I give up!
Hints: 4% deduction per hint. Hints remaining: 5
Feedback: 1% deduction per feedback.
Instructor/TA Admin
Instructor/TA Admin will expose the controls that allow you to reset an Assignment, Problem, or Part
20% Part (c) Write an expression for the sum o
g, α, and β. Use the specified coordinate system.
20% Part (d) Solve for the numeric value of T1 in Newtons.
20% Part (e) Solve for the numeric value of T2 in Newtons.

Figure 22: Take Assignment

At this point you can complete the assignment, experimenting in real time with how the system works, without affecting any settings or logging any grades in the gradesheet You may choose to make changes to the assignment or its settings after having experienced taking it. At any time, you can cancel taking the assignment by clicking on any selection in the blue menu at the top of your screen, such as ***Class Management***.

If you have used up all of your attempts, but you want to try a variation on an answer,click on the blue words ***Instructor/TA Admin***, near the bottom of your screen (See Figure 23).

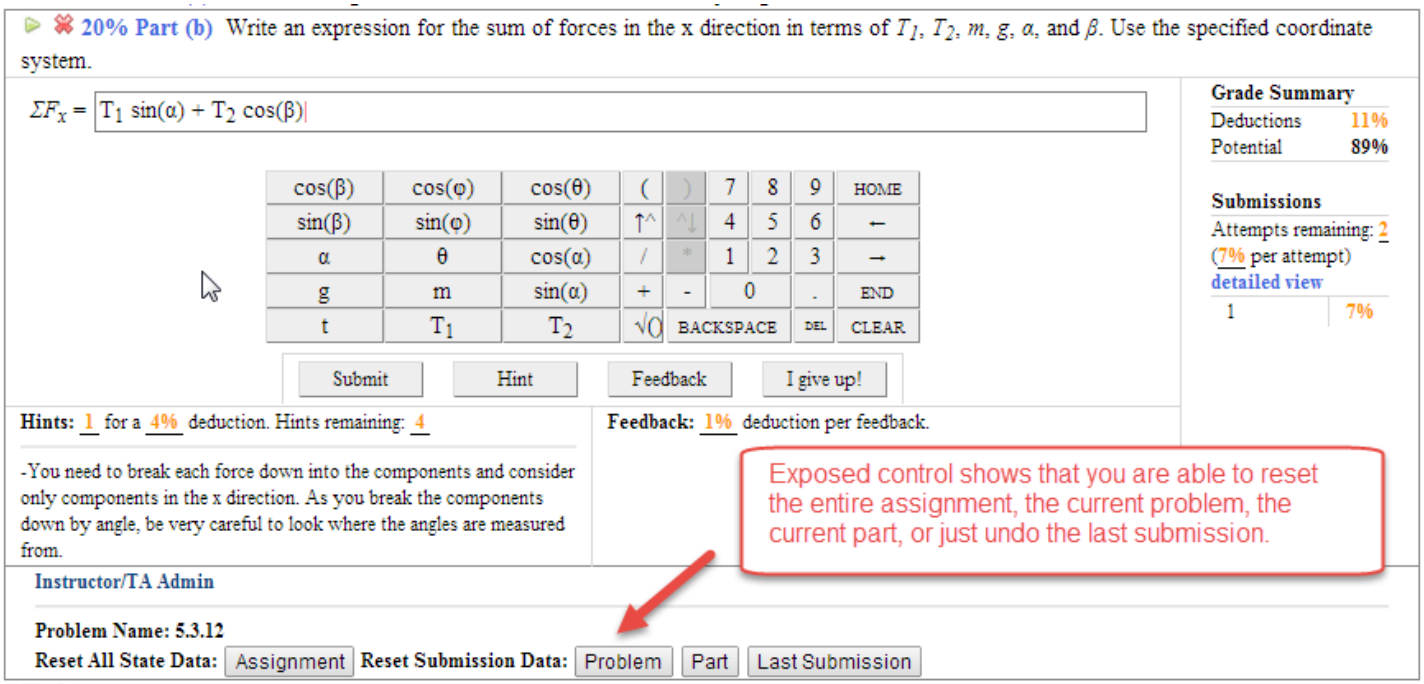

20% Part (b) Write an expression for the sum of forces in the x direction in terms of T_1, T_2, m, g, α, and β. Use the specified coordinate system.
ΣF_x = T1 sin(α) + T2 cos(β)
Grade Summary
Deductions 11%
Potential 89%
Submissions
Attempts remaining: 2 (7% per attempt)
detailed view
1 7%
Submit
Hint
Feedback
I give up!
Hints: 1 for a 4% deduction. Hints remaining: 4
Feedback: 1% deduction per feedback.
-You need to break each force down into the components and consider only components in the x direction. As you break the components down by angle, be very careful to look where the angles are measured from.
Exposed control shows that you are able to reset the entire assignment, the current problem, the current part, or just undo the last submission.
Instructor/TA Admin
Problem Name: 5.3.12
Reset All State Data: Assignment Reset Submission Data: Problem Part Last Submission

Figure 23: Instructor/TA Admin Link

The window will expand and you will be able to see the problem name, along with buttons to reset your submission data. Use the ***Assignment*** button to reset data for the entire assignment; use the ***Problem*** button to reset all the data for that particular problem; use the ***Part*** button to reset your answers for that part of the problem only; and use the ***Last Submission*** button to reset just the last submission you entered, regardless of where it was in the assignment.

You may wish to see previous submissions to this question. To do so, click on the blue words **detailed view** on the right side of the screen. To exit from *Take Assignment*, make a selection on the blue menu at the top of your screen.

Tutorial

Taking a Tutorial assignment is like taking a homework assignment, except the scores aren't recorded. You can take a tutorial assignment just like the students. From the main *Class Management* page, select ***Class Tutorial Mode*** from the drop-down menu under *Classes*. This will take you to the window seen in Figure 24, which will allow you to create a "practice" assignment for yourself.

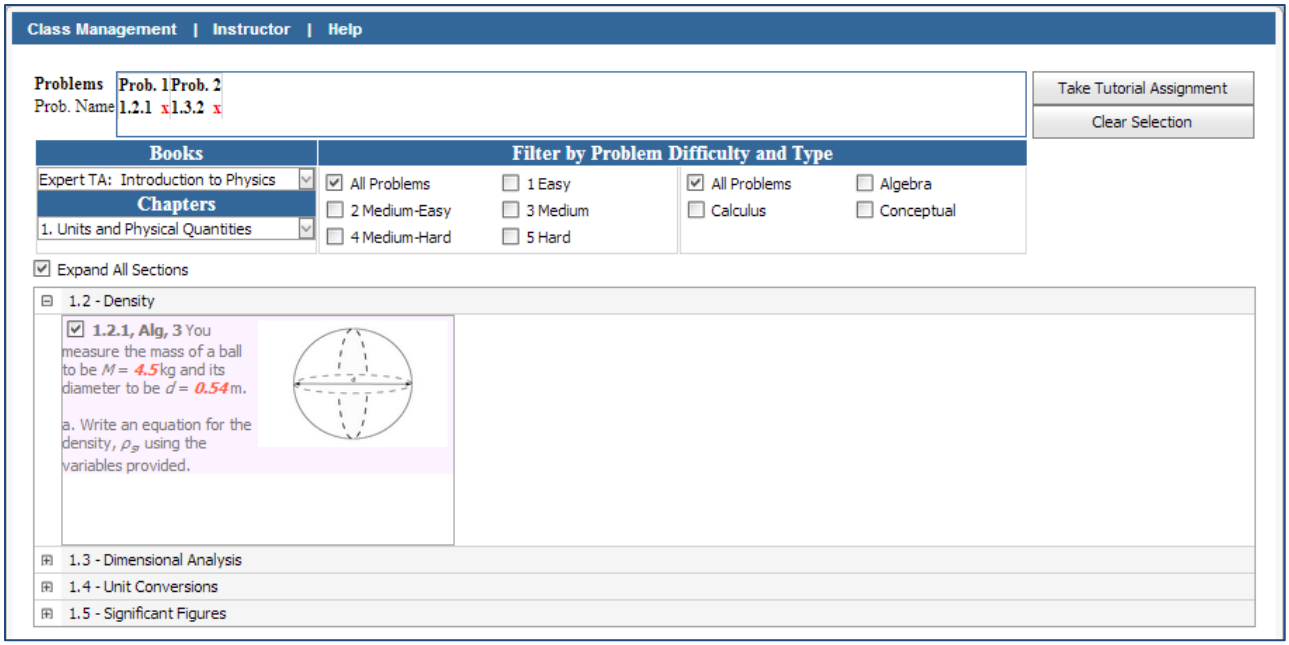


Figure 24: Tutorial Window

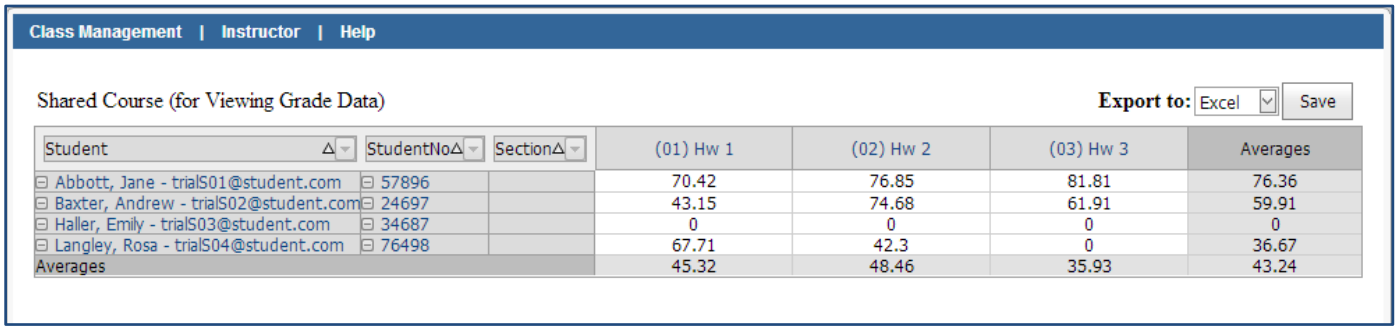
Select one of the books from the provided list, if there is more than one available. Select the desired chapter from the list that is displayed. Moving your cursor over a problem will give you a preview of that problem. To add problems to your practice assignment, click on the box next to the problem number. You can add more problems, from that chapter or other chapters, in the same way. Once you have added all of the desired problems to your practice assignment, click the ***Take Tutorial Assignment*** button. Each time you take a Tutorial assignment, all previously attempted answers and hints are cleared and the problems are presented with different random variables and phrases where available.

View Printable Assignment

From the *Class Management* page, highlight the assignment you wish to print. Then select ***View Printable Assignment*** from the dropdown menu at the bottom of the center panel. This will display the entire assignment in a printer-friendly format, which you can then print. To exit this view, make a selection from the blue menu at the top of the window.

Viewing and Exporting Grades (Spread Sheet)

From the *Class Management* page, select ***View/Manage Class Grades*** from the drop-down menu under the *Classes* panel. You will be taken to a view similar to what is shown in Figure 25, which shows each student's individual grades on homework, quizzes, and tests completed to date..

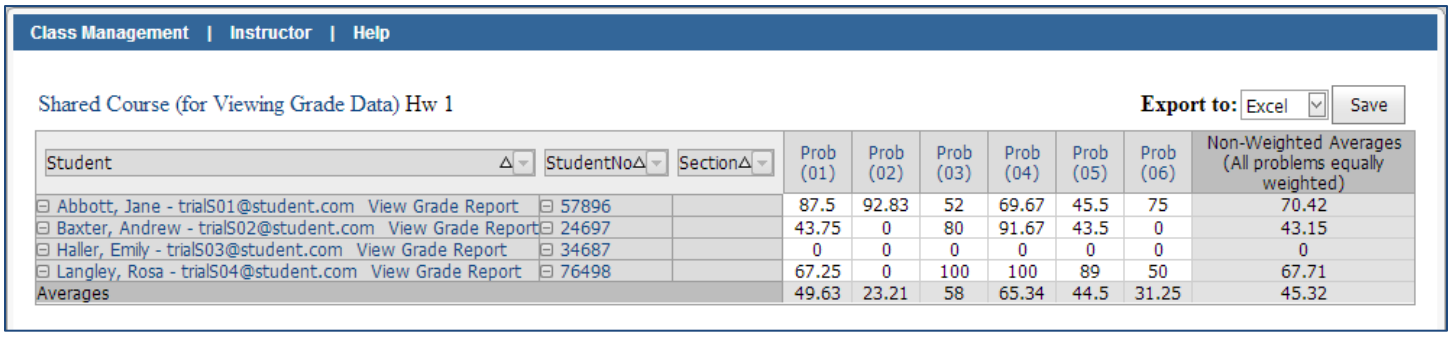


Student	StudentNo	Section	(01) Hw 1	(02) Hw 2	(03) Hw 3	Averages
Abbott, Jane - trialS01@student.com	57896		70.42	76.85	81.81	76.36
Baxter, Andrew - trialS02@student.com	24697		43.15	74.68	61.91	59.91
Haller, Emily - trialS03@student.com	34687		0	0	0	0
Langley, Rosa - trialS04@student.com	76498		67.71	42.3	0	36.67
Averages			45.32	48.46	35.93	43.24

Figure 25: Viewing Grades

If you want to only view one student's grades you can do so by clicking on that student's name. There is a scroll bar at the bottom of the spreadsheet that will allow you to scroll horizontally through all your assignments.To see more detail

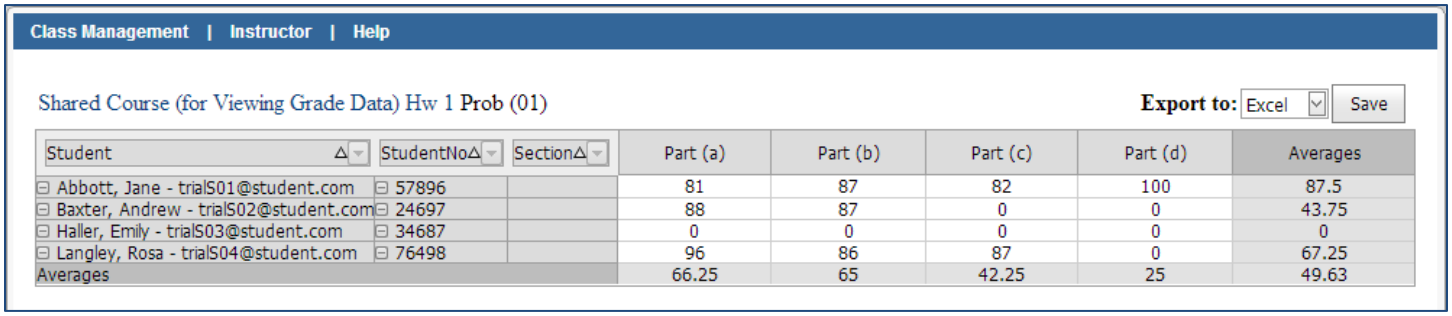
for a particular assignment, click on the name of the assignment header (i.e. (01) Hw 1). This brings you toa screen that shows you the grades accomplished on each problem in that homework assignment.



Student	StudentNo	Section	Prob (01)	Prob (02)	Prob (03)	Prob (04)	Prob (05)	Prob (06)	Non-Weighted Averages (All problems equally weighted)
Abbott, Jane - trialS01@student.com View Grade Report	57896		87.5	92.83	52	69.67	45.5	75	70.42
Baxter, Andrew - trialS02@student.com View Grade Report	24697		43.75	0	80	91.67	43.5	0	43.15
Haller, Emily - trialS03@student.com View Grade Report	34687		0	0	0	0	0	0	0
Langley, Rosa - trialS04@student.com View Grade Report	76498		67.25	0	100	100	89	50	67.71
Averages			49.63	23.21	58	65.34	44.5	31.25	45.32

Figure 26: Grade Sheet at the Second Level (Assignment Level)

You can drill down again by clicking on the problem number (i.e. Prob (01)), which will take you to the grades for each part of that problem as shown in Figure 27.



Student	StudentNo	Section	Part (a)	Part (b)	Part (c)	Part (d)	Averages
Abbott, Jane - trialS01@student.com	57896		81	87	82	100	87.5
Baxter, Andrew - trialS02@student.com	24697		88	87	0	0	43.75
Haller, Emily - trialS03@student.com	34687		0	0	0	0	0
Langley, Rosa - trialS04@student.com	76498		96	86	87	0	67.25
Averages			66.25	65	42.25	25	49.63

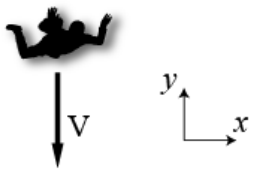
Figure 27: The Grade Sheet at the Lowest Level (Problem Level)

To see even more detail, select the student's grade (at any level), and you will be see their Grade Report for that assignment. This includes a detailed list of the work the student completed on each problem, including the Hints and Feedbacks accessed. From the Grade Report, you can override grades and/or reset the number of attempts for that particular student.

Viewing Detailed Work (Grade Report)

At some point you may need to view a student's detailed work. At any level of the grade sheet (Figure 25 through Figure 27). You can click simply click on the numeric values in the grade sheet for a particular student. This will open up for you, the detailed account of that student's work. An example of this is shown in Figure 28.

Problem 1: A skydiver falls d_1 = *455* meters in t_1 = *29* s before opening his parachute. After the chute opens, he falls an additional d_2 = *455* meters in t_2 = *58* s.



Randomized Variables

d_1 = *455* m
t_1 = *29* s
d_2 = *455* m
t_2 = *58* s

Part (a) Write an expression that describes the skydiver's average speed, v_1 during the period before opening the chute in terms of the given quantities.

Correct Answer	Student Answer	Final Grade
$v_1 = d_1/t_1$	$v_1 = d_1/t_1$	87%

Grade Detail

Correct	Student	Feedback
		Final Answer Credit 100%

Submission Detail

	Answer		Hints		Feedback		Totals
1	$v_1 = 0.5d_1/t_1$	5%	-Think about how average speed is related to total distance and total time.	3%	Your answer was off by a factor of 1/2. Please check your calculations.	5%	13%
2	$v_1 = d_1/t_1$	0%		0%		0%	0%
Totals		5%		3%		5%	13%

Grade Override / Reset Attempts

Part (b) Write an expression that describes the skydiver's average speed, v_2, during the period after opening the chute in terms of the given quantities.

Correct Answer	Student Answer	Final Grade
$V_2 = d_2/t_2$	$V_2 = d_2/t_2$	94%

Grade Detail

Correct	Student	Feedback
		Final Answer Credit 100%

Submission Detail

	Answer		Hints		Feedback		Totals
1	$V_2 = d_2/t_2$	0%	-Again, think about how average velocity is related to total distance and total time. -What was the total distance traveled during the time t_2 after the chute was opened?	6%		0%	6%
Totals		0%		6%		0%	6%

Grade Override / Reset Attempts

Figure 28: Detailed Grade Information

In the grade report you will see a ***Grade Override/Reset Attempts*** option next to each answer. Clicking on this will open up a separate screen as shown in Figure 29.

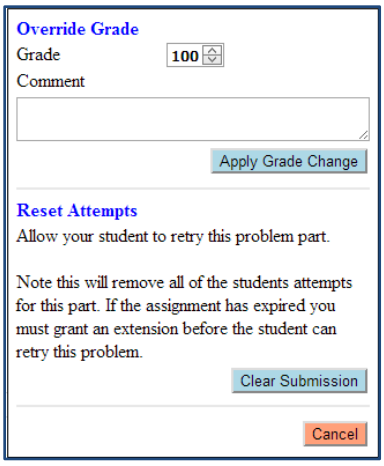

Override Grade
Grade
100
Comment
Apply Grade Change
Reset Attempts
Allow your student to retry this problem part.
Note this will remove all of the students attempts for this part. If the assignment has expired you must grant an extension before the student can retry this problem.
Clear Submission
Cancel

Figure 29 Override Grade Option

Here, you can change the grade that student made on that part of that problem and enter a note to yourself for later reference in the "Comment" area. Click the ***Apply Grade Change*** button to keep your override or the ***Cancel*** button to cancel. You can also reset the attempts the student has for this part. This will clear previous submissions the student has made and reset them to the number of attempts outlined in the grade preferences chosen for that particular assignment. Note that if the assignment has expired, you must grant an extension for the student before he or she can take advantage of your reset and retry the problem. Click the ***Clear Submission*** button to reset the student's attempts or the ***Cancel*** button to cancel.

Working with Sections

Expert TA makes it easy to work with large classes that have recitation or lab sections. You will be able to assign homework or quizzes to the entire class, but will be able to view and manage grades based on sections, as shown as the section identifier column in Figure 30. Expert TA inputs the section names/identifiers while setting up your class. Students specify their section as part of the registration process by choosing from a drop-down list of the valid sections. To export grades, use the drop down menu in the top right of the grades spreadsheet to choose a file type and click "Save".

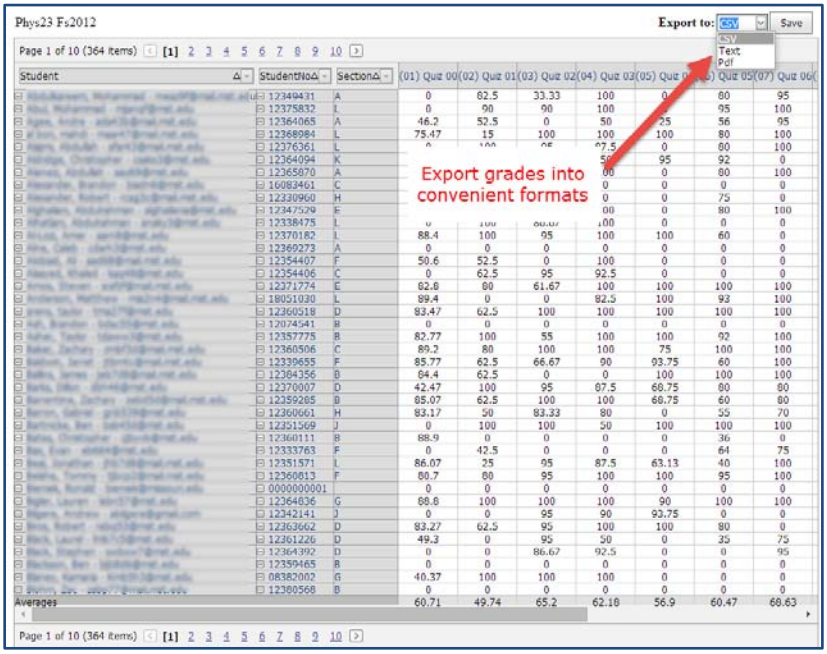


Figure 30: Exporting Grades

You can also utilize ***Sort*** and ***Filter*** options within the Expert TA *Grade Sheet* before you export so you only download the information you want. Figure 31 shows how you could display the grades for students only in section "A" of the large class.

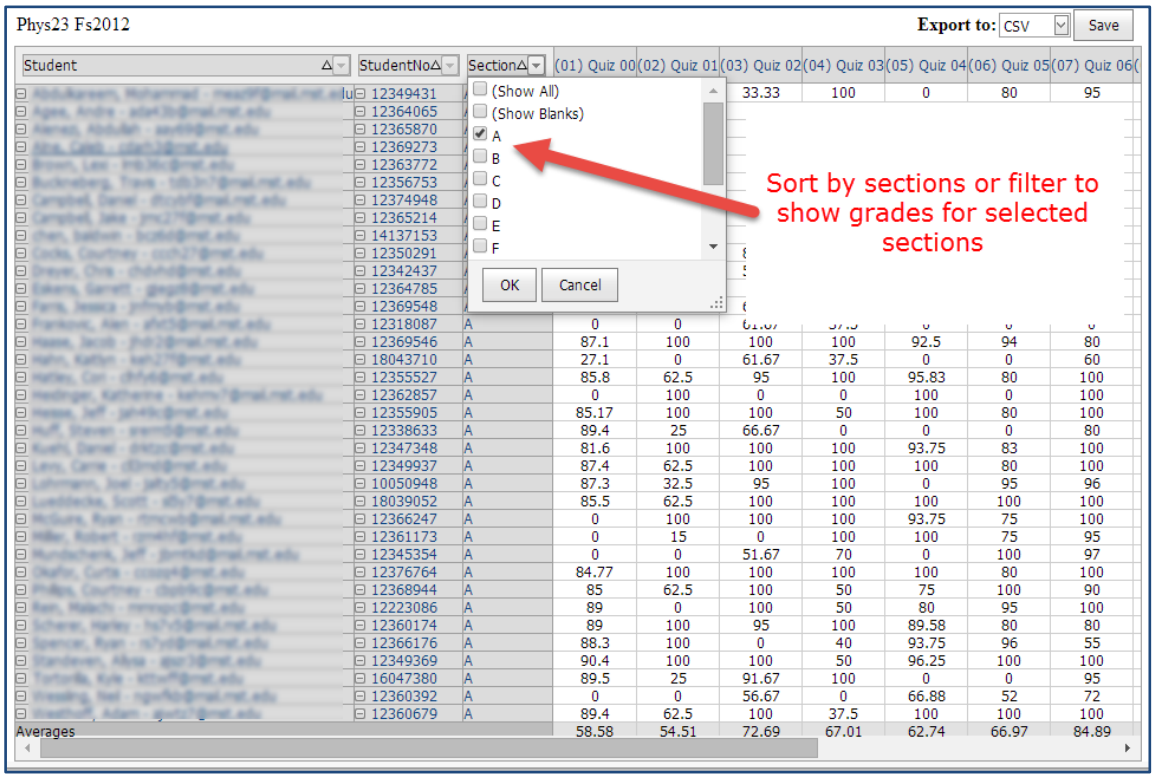


Figure 31: Sorting Based on Section

Student and TA Registration

Although your account manager will provide you with the registration information your students will need, you can also find this information for yourself once a new class is created. From the *Class Management* page, a list of your classes will be shown in the left-most column. Click on the desired class and then choose ***Student/TA Registration*** from the drop-down menu below. You will be presented with a screen like the one shown in Figure 32.

Student Registration

Simply provide the registration link and the student class code to your students. Each new class, each semester, will have its own unique class code.At the beginning of the semester, we recommend e-mailing this to students, putting it on your syllabus, on your course website, if you have one, and on your class management system, if applicable. Student registration instructions which outline the registration process in detail are available at the end of this document.

Sample Student Code Only

Put this information on your syllabus or class website

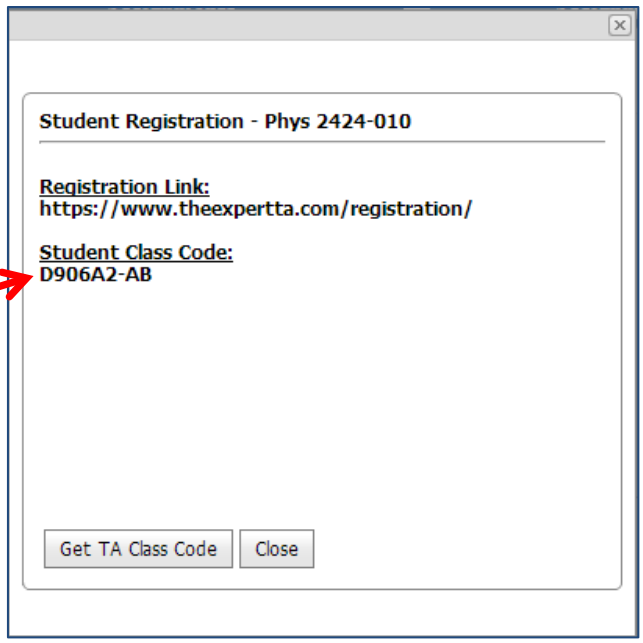


Figure 32: Student Registration

NOTE: Often times students will confuse things like a capital "i" with the number 1 or the letter "o" with the number 0. Be sure to choose a font that is clear when posting the class code to help reduce confusion.

TA Registration

Setting up your TAs is simple. Click on the "Get TA Class Code" button shown above in Figure 32. This will cause the TA code to be displayed (see Figure 33). You can either register your TAs or ask that they go through the process themselves. Go to the same link provided to students at https://www.theexpertta.com/registration/ , enter the TA class code (NOT the Student Class Code) and go through the four-step procedure.

Sample TA Code Displayed

NOTE: Do not post this anywhere that students can see, or they may incorrectly register as a TA

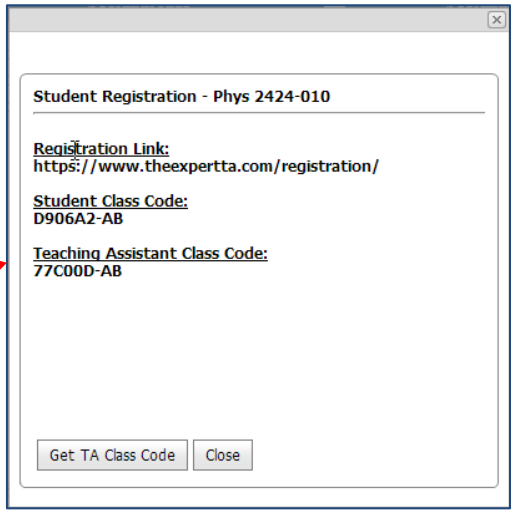


Figure 33: TA Registration

Help

From the blue menu at the top of your screen, select ***Help***. This will take you to the following screen:

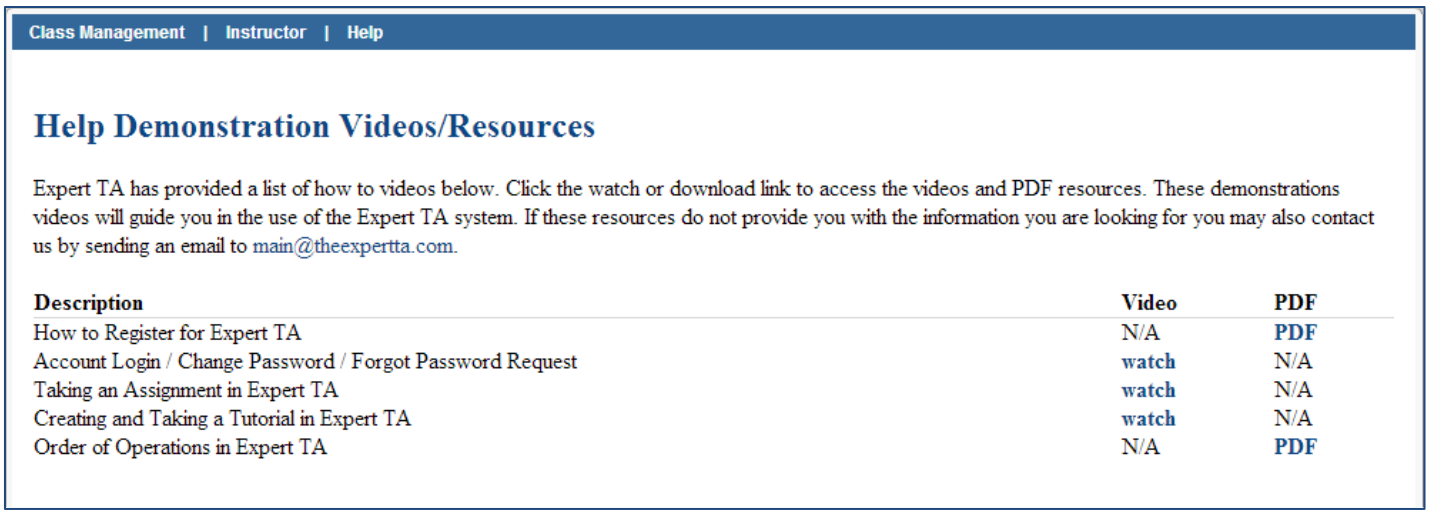

Class Management | Instructor | Help
Help Demonstration Videos/Resources
Expert TA has provided a list of how to videos below. Click the watch or download link to access the videos and PDF resources. These demonstrations videos will guide you in the use of the Expert TA system. If these resources do not provide you with the information you are looking for you may also contact us by sending an email to main@theexpertta.com.
Description
Video
PDF
How to Register for Expert TA
N/A
PDF
Account Login / Change Password / Forgot Password Request
watch
N/A
Taking an Assignment in Expert TA
watch
N/A
Creating and Taking a Tutorial in Expert TA
watch
N/A
Order of Operations in Expert TA
N/A
PDF

Figure 34: Help Screen

From this screen, you can access videos and PDFs that explain the most commonly requested help topics. If the help you are seeking is not included in this screen, you can visit our website at www.theexpertta.com. Under "Support" there is an area for instructors with videos, instructions and FAQs. If you need further help, please contact your account manager or e-mail Expert TA's support team at main@theexpertta.com.

Changing Your Password

On the right side of the black border at the top of your screen you will see your Username and the words *My Account* and *Log Out* in blue as shown in Figure 3536.

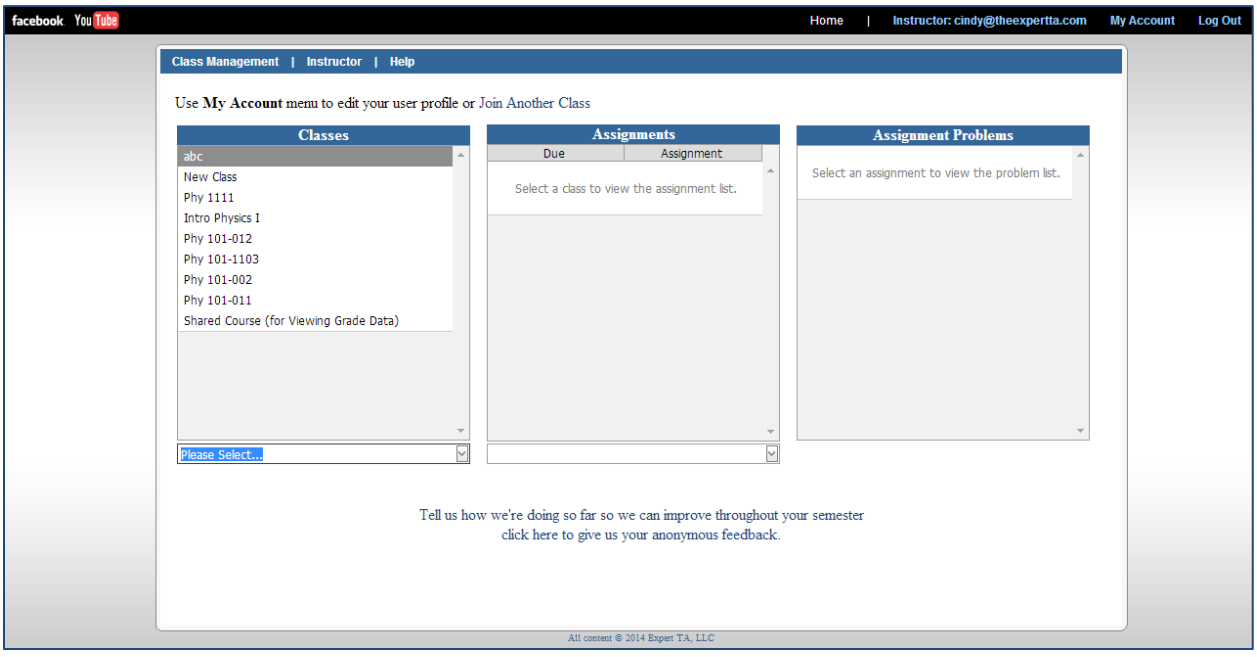

facebook YouTube
Home | Instructor: cindy@theexpertta.com My Account Log Out
Class Management | Instructor | Help
Use My Account menu to edit your user profile or Join Another Class
Classes
abc
New Class
Phy 1111
Intro Physics I
Phy 101-012
Phy 101-1103
Phy 101-002
Phy 101-011
Shared Course (for Viewing Grade Data)
Please Select...
Assignments
Due
Assignment
Select a class to view the assignment list.
Assignment Problems
Select an assignment to view the problem list.
Tell us how we're doing so far so we can improve throughout your semester
click here to give us your anonymous feedback.
All content © 2014 Expert TA, LLC

Figure 35 The Black Menu at the Top of Your Screen

If you hover your mouse over *My Account*, a drop-down will appear. *Edit Profile* and *Join Another Class* are for students. Click on ***Change Password*** and the screen in Figure 3637 will appear:

Class Management | Instructor | Help
Change Password
Old Password:
New Password:
Confirm New Password:
Save
Passwords are case sensitive.
A minimum of seven (7) characters are required.
We recommend using a combination of upper and lower case letters, numbers, and special characters for your security.

Figure 36 Change Password

Enter your current password ,your new password, confirm your new password and click ***Save.*** Use your browser's back arrow key to exit without changing your password.

Logging Out

On the right side of the black border at the top of your screen you will see your Username and the words *My Account* and *Log Out* in blue. Click on ***Log Out*** to exit Expert TA.

Expert TA: Student Registration Instructions

Getting Started: Visit Expert TA's registration page at https://www.theexpertta.com/registration/
You will be taken to the initial registration page, shown in Figure 37 below.

Step 1: Enter your Class Code.

Your class code will be provided by your instructor either via e-mail, on a syllabus or posted on a class website or management space.

- Enter the first set of alpha numeric characters into the first field (before the "–").
- Enter the remaining alpha numeric characters into the second field (after the "–").
- Click Continue.
- NOTE: If your class code is invalid, check to make sure you are not confusing things like a capital letter "i" with the number 1 or the letter "o" with the number 0.

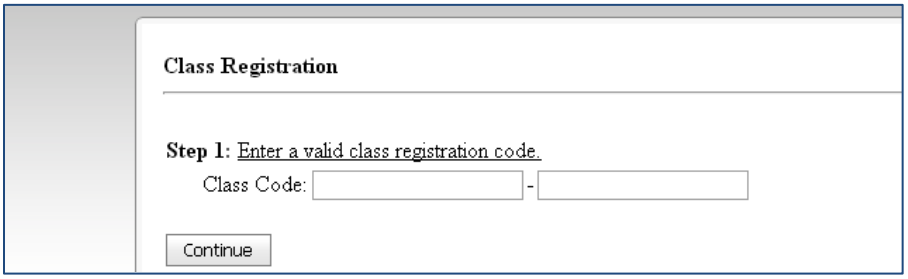


Figure 37: Initial Registration Page

Step 2: Enter your email.

You will be taken to a page similar to what you see in Figure 38 below. At the top you will see the information about your class. If the wrong class is listed, click on the blue link to reset the registration process and enter in the correct class code. You will be asked to enter your email address. We suggest using your school email address. **This will serve as your user name. Please remember which email address you use.** Some schools assign more than one email to students. You will only be able to log into Expert TA with the exact email you register with. Confirm your email address and click the ***Continue*** button.

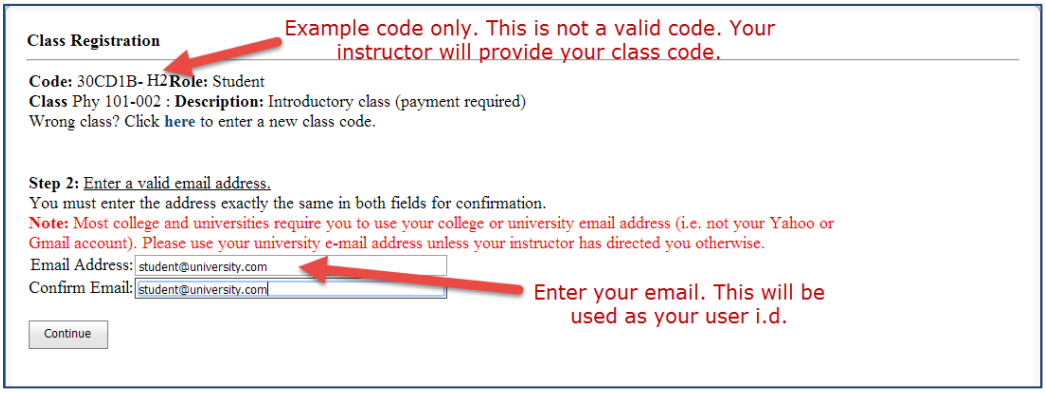

Class Registration
Example code only. This is not a valid code. Your instructor will provide your class code.
Code: 30CD1B- H2 Role: Student
Class Phy 101-002 : Description: Introductory class (payment required)
Wrong class? Click here to enter a new class code.
Step 2: Enter a valid email address.
You must enter the address exactly the same in both fields for confirmation.
Note: Most college and universities require you to use your college or university email address (i.e. not your Yahoo or Gmail account). Please use your university e-mail address unless your instructor has directed you otherwise.
Email Address: student@university.com
Confirm Email: student@university.com
Enter your email. This will be used as your user i.d.
Continue

Figure 38: Enter your Email Address

Step 3: Choose a password.

After entering a User ID (your email address), you will be taken to a page similar to Figure 39 and asked to enter a password. Your password must be at least 7 characters and we recommend including a mixture of upper and lower case letters, numbers, and at least one special character (ex: #, !, etc.). Click Continue.

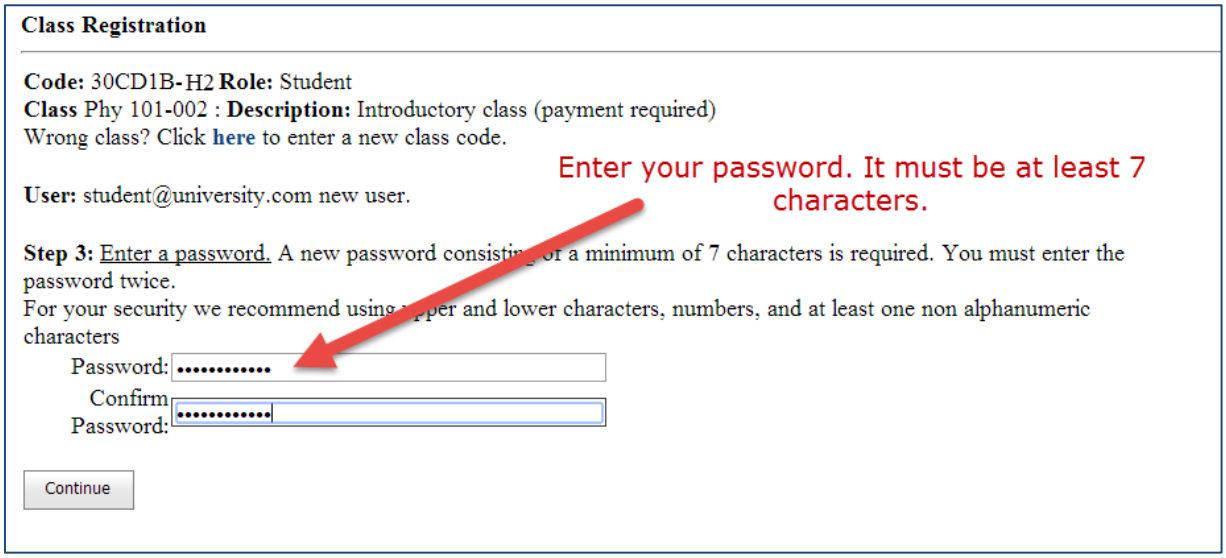

Class Registration
Code: 30CD1B-H2 Role: Student
Class Phy 101-002 : Description: Introductory class (payment required)
Wrong class? Click here to enter a new class code.
User: student@university.com new user.
Enter your password. It must be at least 7 characters.
Step 3: Enter a password. A new password consisting of a minimum of 7 characters is required. You must enter the password twice.
For your security we recommend using upper and lower characters, numbers, and at least one non alphanumeric characters
Password:
Confirm Password:
Continue

Figure 39: Create a Password

Step 4: Enter Your Name (and possibly Student ID).

Your first and last names are always required fields. Your school/instructor may or may not require you to enter your Student ID. If this is required please take care while entering your student ID number as your instructor needs this to keep grades organized across sections. The student ID required here is the one assigned by your school. Click the ***Continue*** button.

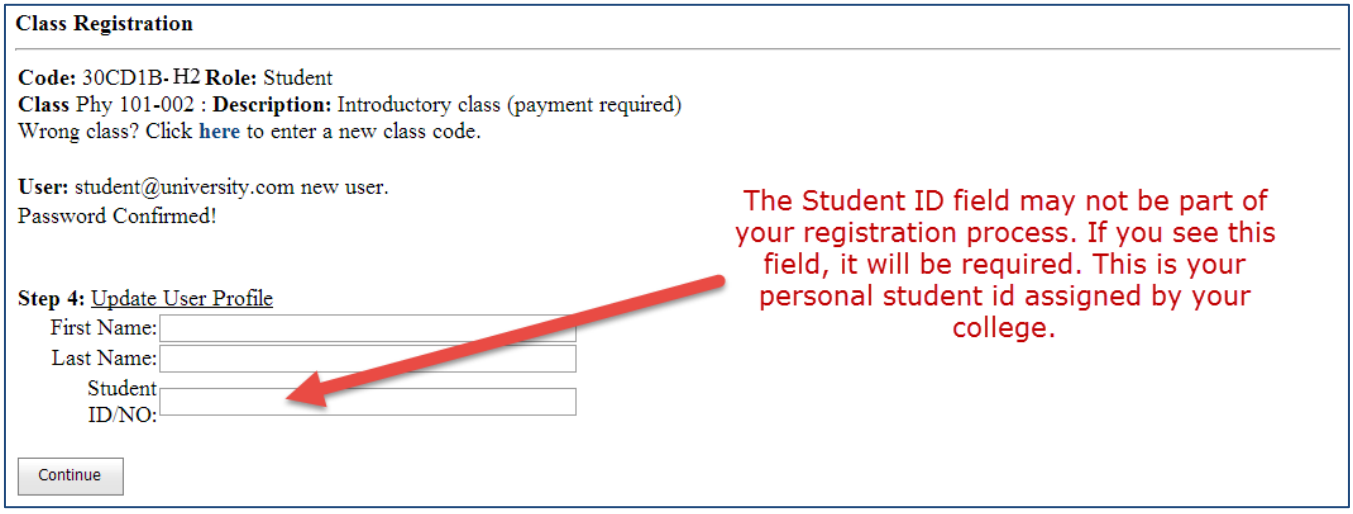

Class Registration
Code: 30CD1B-H2 Role: Student
Class Phy 101-002 : Description: Introductory class (payment required)
Wrong class? Click here to enter a new class code.
User: student@university.com new user.
Password Confirmed!
The Student ID field may not be part of your registration process. If you see this field, it will be required. This is your personal student id assigned by your college.
Step 4: Update User Profile
First Name:
Last Name:
Student ID/NO:
Continue

Figure 40: Enter Personal Information

Registration is Complete and you are almost done!

Step 5: Check-out.

If payment is required, you will see the screen shown in Figure 41 below.

- You will not be able to do homework until you complete the payment process or enter the 14 day trial.
- You will need to click on the check box on the far left, next to the class name to confirm your purchase. After you have clicked the check box, you will choose your method of payment, as shown in Figure 41. ***Note that Campus Bookstores do not always elect to carry Expert TA access codes. If your local bookstore does not carry Expert TA bookstore codes, you will need to purchase the service online via credit card.*** If you did purchase an access code from the bookstore, click "Access Code". Then, continue on to Step 6a below. If you did not purchase an access code from the bookstore, and you are using a credit card, click "Credit Card". Then, continue on to Step 6b below.
- If you have any trouble with payment, please choose the "14 Day Trial" option and contact us via main@theexpertta.com. We will be happy to help resolve any issues.

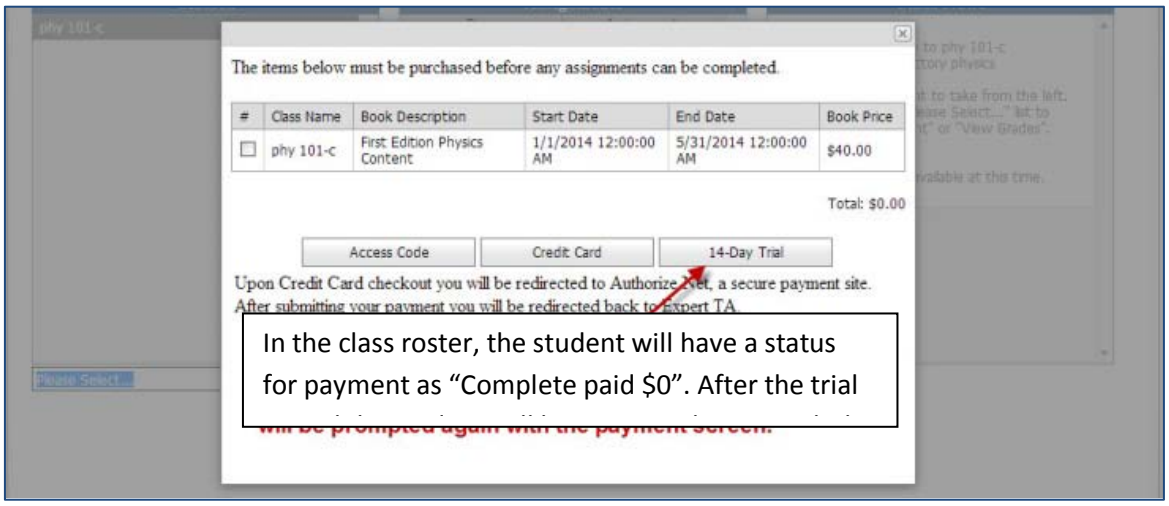

The items below must be purchased before any assignments can be completed.
Class Name Book Description Start Date End Date Book Price
phy 101-c First Edition Physics Content 1/1/2014 12:00:00 AM 5/31/2014 12:00:00 AM $40.00
Total: $0.00
Access Code
Credit Card
14-Day Trial
Upon Credit Card checkout you will be redirected to Authorize.Net, a secure payment site.
After submitting your payment you will be redirected back to Expert TA
In the class roster, the student will have a status for payment as "Complete paid $0". After the trial

Figure 41: Landing Page with Shopping Cart

Step 6a: Payment with Access Code

- Enter in the Access Code at the bottom of the card you purchased. There are 16 numbers total, 4 in each box as shown in Figure 42.
- Click "Submit" to begin using Expert TA. If a message appears stating "You have entered an invalid access code", try entering the code in again, taking care not to confuse things like a capital letter "i" with the number 1 or the letter "o" with the number 0. If you are still having trouble, contact **main@theexpertta.com**.

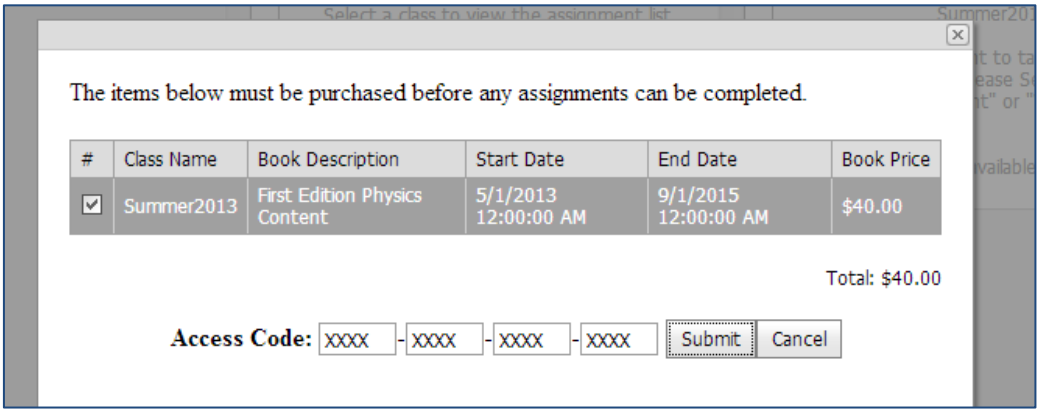

The items below must be purchased before any assignments can be completed.
Class Name Book Description Start Date End Date Book Price
Summer2013 First Edition Physics Content 5/1/2013 12:00:00 AM 9/1/2015 12:00:00 AM $40.00
Total: $40.00
Access Code: XXXX - XXXX - XXXX - XXXX
Submit
Cancel

Figure 42: Entering in Access Code

Step 6b: Payment with a Credit Card

- After clicking "Credit Card" you will be redirected from our site to Authorize.net
- Authorize.net is an industry leader in **secure** payments and used by tens of thousands of companies.
- Enter your credit card information. (Note: Depending on your class's subscription, your price may be different from what is shown in Figure 43.)
- Note: Pay careful attention when entering the address information. This information MUST match the billing information on the card (this is normally your house; not your dorm address). If the zip code entered here doesn't match, the transaction will not process. This is a security measure that helps to keep people from using your card if it is stolen.

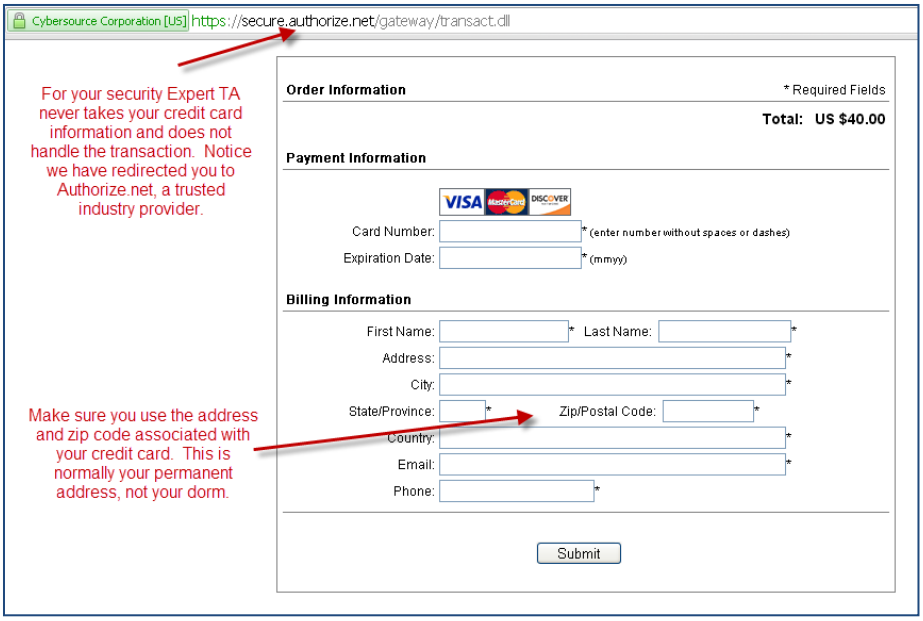

Cybersource Corporation [US] https://secure.authorize.net/gateway/transact.dll
For your security Expert TA never takes your credit card information and does not handle the transaction. Notice we have redirected you to Authorize.net, a trusted industry provider.
Order Information
* Required Fields
Total: US $40.00
Payment Information
Card Number:
* (enter number without spaces or dashes)
Expiration Date:
* (mmyy)
Billing Information
First Name:
Last Name:
Address:
City:
State/Province:
Zip/Postal Code:
Country:
Email:
Phone:
Make sure you use the address and zip code associated with your credit card. This is normally your permanent address, not your dorm.
Submit

Figure 43: Paying with a Credit Card

Step 7: You can now begin using Expert TA.

You will be directed to the *Class Management* screen, and you will be ready to complete assignments and will have access to Expert TA's Tutorials.